

OFFICIAL MEETING MINUTES

MINUTES:	TMCC QUARTERLY BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	3/26/15 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, Glenn Longie, JoAnne DeCoteau, Carla Peltier, Dr. Lana DeCoteau.
Board of Directors Absent:	None.
Board of Trustees Present:	Royce Poitra, Cole Frederick, Yvonne St. Claire, Patrick "PJ" Marcellais.
Staff Present:	Dr. Jim Davis, Wanda Laducer, Tracy Azure, Kellie Hall, 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 5:09 p.m.	
II. Opening Prayer	Performed by Carla Peltier.	
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. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. 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>2-23-15 Minutes</u> 		Chairman Poitra asked for a motion to approve the February 23, 2015 minutes. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
VII. Old Business		
A. Draft Title III 5 year Budget Proposal	Dr. Davis informed the Board that we don't have a completed budget at this time, due to it is tied in with our overall budget.	Chairman Poitra requested a motion to table the review of the Draft Title III 5

	<p>Patrick Marcellais entered at 5:10 p.m.</p> <p>At this point we have received the application for the Title III grant, and we will present it at the April 2015 monthly meeting</p>	<p>year Budget Proposal until the April meeting. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>VIII. New Business</p>		
<p>1. Letters of Intent presented by Rhonda Gustafson</p>	<p>Rhonda Gustafson and Sheila Trottier are requesting approval to send out the Letters of Intent to the faculty. The letters will be sent out to Academic and CTE Faculty.</p> <p>Rhonda and Sheila exited at 5:13 p.m.</p>	<p>Chairman Poitra requested a motion to approve sending the Letters of Intent out to the TMCC Faculty. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. Discussion held. The Board asked that an update be provided in reference to the letters at the April Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>2. Evaluations</p>	<p>Staff and Faculty evaluations are currently in the process, and are due by April 30th. We have not adjusted or re-evaluated the evaluation process.</p> <p>A date needs to be set date for Presidents' evaluation.</p> <p>Chairman Poitra shared the Boards Goals and self evaluations and the Board would like to schedule the self evaluations for the Board of Directors, and President Davis' evaluation. We would like to use survey monkey to input the information and it should be fully compiled for both the Board and the President. We can use the survey software which is currently utilized by the College.</p> <p>At the special meeting in April, we will have evaluations</p>	<p>Special meeting scheduled for April 20th at 5:00 p.m. At the special meeting, we will have evaluations, timelines, goals, policies, cafeteria, and Arrowhead Printing on the agenda.</p>

	<p>for the Board of Directors, evaluation of the TMCC President,, timelines, goals, cafeteria, and Arrowhead Printing. This will be a special meeting held on April 20th, 2015</p> <p>Dr. Davis informed the Board that they have determined the pro's and con's of Arrowhead Printing, and the options will be provided at the special meeting.</p>	
<p>3. Comptrollers Report by Tracy Azure</p> <p>a. Federal Schedule</p> <p>b. PO's</p> <p>c. Report</p>	<p>Tracy Azure informed the Board that the Federal Schedule was provided in the quarterly board meeting packet. Discussion held.</p> <p>Tracy Azure is requesting approval of the following PO's:</p> <p>Illumina paid out of the INBRE grant in the amount of \$26,000 for Genetics research.</p> <p>Allstate Peterbuild of Fargo out of the DOL TREND Grant in the amount of \$118,749.</p> <p>The Board had no questions in reference to Tracy Azure's report.</p>	<p>Tracy Azure will present the Federal Schedule at the Regular Board of Directors meeting in April.</p> <p>Chairman Poitra requested a motion to approve the PO to Illumina in the amount of \$26,000 paid from the UND INBRE (Genetics/Pre-eclampsia study) grant. JoAnne DeCoteau made this motion, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p>Chairman Poitra requested a motion to approve the PO to Allstate Peterbuild of Fargo in the amount of \$118,749 paid from the DOL TREND grant. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>2. Student Senate</p>	<p>The Student Senate reported that they attended the AIHEC</p>	<p>The Board requested that on the April</p>

<p>d. Report</p>	<p>Conference last week. The students did very well overall for the entire event, and represented the College well.</p> <p>The Board would like to put Student Senate on the agenda for next month to set up a confidence course, walk, and/or run as a fundraiser for Student Senate. They should Invite the students, staff, faculty, and the public to the event. Student Senate informed the Board that they would like to put on a fundraiser for a CJ Hawk Memorial. discussion held.</p> <p>Wes Davis entered at 5:32 p.m.</p> <p>The Board recommended that Student Senate get in contact with the Tribal Diabetes program. They may be able to assist with ideas or donations. Discussion held. Work with Vinny McCloud, Tammy Morin, Dr. Davis, Steve DeCoteau to get the fundraisers planned.</p>	<p>meeting agenda, Student Senate bring ideas for confidence course/walk/run fundraiser, along with memorial fundraiser. Present the idea's. Have one event in May and the other in June.</p>
<p>3. Presidents Report presented by Dr. Jim Davis</p> <p>e. Infrastructure Projects</p> <p>f. Monthly Report</p>	<p>Dr. Davis informed the Board that TMCC has funds available from the Title III grant in the amount of \$145,302 to perform some infrastructure projects TMCC would need to provide a 5% match for the infrastructure projects.</p> <p>The current construction projects that we would like completed are: the Allied Health building, the cold storage building, and a comprehensive study on our facility use. We would like to bid the technical work out to a firm, which could cost up to \$60,000. We are making a long range plan for the useage of our facility. We currently have a short term plan, but we need to do a better job of utilizing the space. We have some classrooms that aren't fully utilized.</p> <p>Wes Davis presented that with the Allied health building, we have issues with the foundation cracking. This is the old phase of the building. We are having issues with the classroom space, and we need to create an environmental</p>	<p>Wes Davis is requesting a motion to move forward with the infrastructure projects. Chairman Poitra informed Wes to present a document with the following information provided on the buildings: year the building was constructed, remodeling needed, updates done when?, sale, renovation, minor repairs, funding source, specify the facilities we have, the design, the procurement process, and the needs for each facility. Infrastructure Prjoces will be on the special meeting agenda on April 20th.</p>

barrier from the outside getting in. The wings are moving and causing leaks throughout the building. The skylights are cracking and the framing is pulling apart. The building needs to be insulated and chinked. Chairman Poitra shared that the Board previously had shared their concerns on making repairs. The Board would like the following information provided on the buildings: year the building was constructed, remodeling needed, updates done when?, sale, renovation, minor repairs, funding source. We tend to wait for grants or Title III funding. The downtown buildings are a prime example of the College not being proactive on repairs. We need to have a plan in place so the buildings don't dilapidate.

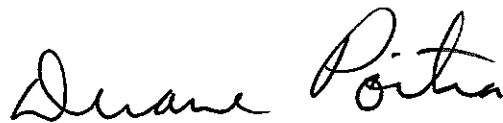
The Board would like a timeline with a summarized report asking for the projects to be completed. Chairman Poitra would like this completed within two months. Possibly get financing to get the projects completed. While waiting for the federal funds, the buildings are getting more dilapidated. The College will keep looking for additional funding. Title III funding may not be available for construction in the future due to program needs.

We currently have 2 loans out. One is the mortgage for the campus, the other is for the vehicle loans. The mortgage loans will be paid off in June of 2016. The Board feels that we may need to take an additional loan and add onto the current mortgage to get the work done. The Interpretive Center is the top priority for construction.

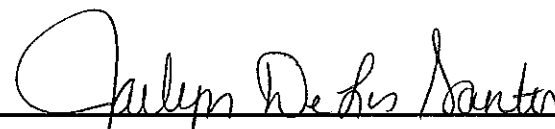
We are in need of a cold storage building on campus, and we do not have the space in the College. We would like onsite storage that is secured. We would like to build cold storage on the hill by the wind turbine. We have the slab of cement poured. We would also like to park necessary vehicles in the building also.

	<p>The Board asked that Wes Davis present one document with specific funding sources for the construction, and include all the construction idea's and plans.</p> <p>Dr. Davis reported that as of late yesterday, we met with Senate Legislators to give more information on the needs that we have under the two bills. Time is running short to make the decisions, and we will be in Bismarck weekly until the decisions are made. We would like the \$6,000,000 for workforce training, but if we get the \$5,000,000 we will be happy. Discussion held.</p> <p>Dr. Davis informed the Board that the budget is getting tougher to work with each year. Chairman Poitra asked that Dr. Davis provide some thoughts in reference to President Obama. Dr. Davis will contact individuals to determine what affect President Obama's bill will have on Tribal Colleges.</p>	
<p>3. Vice Presidents Report presented by Kellie Hall</p> <p>g. Monthly Report</p>	<p>Chairman Poitra inquired about the position which Kellie Hall alluded to in her board report. Kellie Hall informed the Board that this past year we have determined that there is too much for one person to run all of the leadership activities. There is a need for a leadership position in Student Services. The position is titled Director of Student Services. Please see Appendix A. The title has changed due to the position only leading the Student Services function. This is a new position and Kellie Hall is requesting to add the new position.</p> <p>Please see Appendix B. Kellie Hall presented a list of Recruitment/Retention Strategies. We are doing a lot of data collection, marketing, a recruitment video, and more. We have had students assist us in the local schools. Discussion held.</p>	<p>Director of Student Services Position Description will be presented at the Special Board of Directors meeting on April 20th. The position description will be added to the google drive.</p>

VIII. Other Business	None.	
XI. Next Meeting	<p>Special Board of Directors Meeting: April 20th, 2015 at 5:00 p.m.</p> <p>Regular Board Meeting; April 27, 2015 at 5:00 p.m.; TMCC Board Room</p>	
XII. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 6:33 p.m. 	<p>Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary