

OFFICIAL MEETING MINUTES

MINUTES:	TMCC SPECIAL BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	04/20/2015 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, JoAnne DeCoteau, Dr. Lana DeCoteau, Glenn Longie, Carla Peltier
Board of Directors Absent:	None.
Board of Trustees Present:	Cole Frederick, Royce Poitra, Dwight Trottier
Staff Present:	Dr. Jim Davis, Wanda Laducer, Kellie Hall, Tracy Azure, Holly Cahill, Wes Davis, Sheila Trottier, Rhonda Gustafson.
Guests:	None.
Officiating Recorder:	Jaclyn De Los Santos.

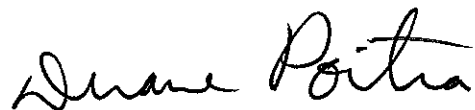
Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 5:15 p.m.	
II. Opening Prayer	Performed by Dr. Jim Davis.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of <u>Agenda</u>		Chairman Poitra asked for a motion to approve the agenda. Carla Peltier made this motion, seconded by Glenn Longie. Chairman Poitra requested to move item b to the end, and separate President evaluation from Board evaluation. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
V. Old Business		
a. Draft Title III 5 year Budget Proposal	Dr. Davis informed the Board that he has been working with Title III Director to finalize the Title III Budget. Dr. Davis will provide a draft budget on 4/27/15.	Chairman Poitra requested a motion to table Draft Title III 5 year Budget Proposal until the Regular Board of

		<p>Directors Meeting on April 27, 2015. 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>b. Policies</p>	<p>Institutional Work Study Policy: Please see Appendix A. We have spoken with the auditors in reference to the policy. This would be ran as a volunteer work program, and the students would need to qualify for the program. The policy should include how much the outstanding balance would need to be, prior to being approved.</p> <p>Inventory Policy: Please see Appendix B. The inventory policy is a new policy that we would like to put for the 30 day comment period. The remaining fiscal policies will remain out for comment period.</p> <p>Personnel Policy: Please see Appendix C. This policy has been out for the 30 day comment period. At the December 2014 meeting, the Board of Directors discussed the need for a more transparent hiring process. The Board would like to have a special board meeting to cover just personnel policy. The Board would like to have their comments in prior to placing on the website for the 30 day comment period. We are requesting to pull out the faculty section in the and have as a separate handbook.</p> <p>Rhonda Gustafson, Sheila Trottier, Holly Cahill exited at 5:40 p.m.</p>	<p>Chairman Poitra request a motion to post the Institutional Work Study Policy on the website for the 30 day comment period, with taking into consideration the comments provided by Dr. Lana DeCoteau. Glenn Longie made the motion to approve with the Board recommendations, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p>Chairman Poitra request a motion to post the Inventory Policy on the website for the 30 day comment period. 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>Chairman Poitra request a motion to table the Personnel Policy and Faculty Policy until a special meeting to be held on Tuesday, May 5th at 5:00 p.m. The only items on the agenda will be Personnel Policy and Faculty Policy. Glenn Longie made this motion,</p>

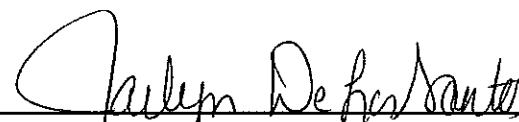
		<p>seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>c. Infrastructure Projects</p>	<p>Wes Davis provided the documentation to the Board in reference to the Infrastructure Projects. Please see Appendix D. We are in need of a storage building, which will be a pole barn type building. We would like to put the building out for bids. The cold storage building will be required to have bonding, which will be standard bonding, Wes Davis will be maintaining all paper work, and accepting the bids. We are not using an architect, but all standards will be maintained. Wes Davis will draw up the plans for the contractor, which will be placed in software. They will receive this when they are ready to bid on the project.</p> <p>Allied Health building: Please see Appendix E. USDA funding will be used for the repairs, and Title III funding will assist with the remaining portion of the repairs. We will need to hire a structural engineer to get the correct repairs completed. The USDA will be involved in the project and we will hire an architect for this particular job. Discussion held. Architectural firms provide estimates that are typically over estimated. We would like to have the project completed prior to winter.</p> <p>Chairman Poitra inquired about other repairs that need to be done to other buildings. Wes reported that they are currently looking at the South Campus buildings, and all repairs are being completed as needed.</p>	<p>Chairman Poitra requested motion to approve the Cold Storage Building project funded by Title III. 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>Chairman Poitra requested a motion to approve the Allied Health Building project, and to advertise for the architect. 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>Chairman Poitra requested a motion to move forward with the Long Range Plan, which would include advertising for an A&E firm as presented. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. Chairman Poitra informed facilities came up at December meeting. Construction projects, Wes should inform the contractors when he sees something wrong. Be straight forward. Stick to the specks. Jaclyn De</p>

	<p>Long Range Plan: Please see Appendix F. This plan will hold the integrity of the buildings for TMCC. This project of monitoring the usage of campus space, we found that this is larger than using just a committee. Title III will provide funding to assist with the cost of the long range plan project.</p> <p>Chairman Poitra informed Wes that he needs to inform the contractors when he sees something wrong, be straight forward, and stick to the specks.</p>	<p>Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>d. Director of Student Services Position Description</p>	<p>The Director of Student Services position will be paid from the ICCA Budget. Dr. Lana DeCoteau recommend not hiring for the position due to no updated ICCA Budget. Kellie Hall informed the Board that administration had hoped to add additional duties to individuals, but they have found that their is too much administratively, so the office needs a separate leader. The Student Services Office heads retention and recruitment, Student Support Services, and Student Senate. Discussion held.</p>	<p>Chairman Poitra requested a motion to table the Director of Student Services Position Description until the April 27, 2015 minutes. Provide the FY16 ICCA Budget at the same meeting. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>e. President Evaluation</p>		<p>Chairman Poitra requested a motion to enter into executive session, with the exception of the Board of Trustees and the TMCC President present. Glenn Longie made this motion, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried. The Board entered into executive session at 6:06 p.m.</p>

		Chairman Poitra requested a motion exit out of executive session. Glenn Longie made this motion, seconded by Dr. Lana Decoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried. The Board entered back into session at 7:17 p.m.
f. Board of Directors Evaluations, Timelines, and Goals		Chairman Poitra requested a motion to approve the Turtle Mountain Community College Presidents evaluation as presented. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
V. Other Business	None.	
VI. Next Meeting	Regular Board Meeting; April 27, 2015 at 5:00 p.m.; TMCC Board Room	
VII. Adjournment	Meeting adjourned at 7:18 p.m.	Chairman Poitra requested a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. 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