

## OFFICIAL MEETING MINUTES

<b>MINUTES:</b>	<b>TMCC REGULAR BOARD OF DIRECTORS MEETING</b>
<b>Meeting:</b>	<b>Board of Directors, Board of Trustees, Administration</b>
<b>Date/Time/Location:</b>	<b>5/1/15 – 5:00 p.m. – TMCC Board Room</b>
<b>Board of Directors Present:</b>	Duane Poitra, Glenn Longie, JoAnne DeCoteau, Carla Peltier, Dr. Lana DeCoteau.
<b>Board of Directors Absent:</b>	None.
<b>Board of Trustees Present:</b>	Dwight Trottier, Patrick Marcellais, Elmer Davis Jr..
<b>Staff Present:</b>	Dr. Jim Davis, Wanda Laducer, Tracy Azure, Kellie Hall, Dr. Teresa Delorme.
<b>Guests:</b>	None.
<b>Officiating Recorder:</b>	Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
<b>I. Call to Order</b>	Chairman Poitra called the meeting to order at 5:12 p.m.	
<b>II. Opening Prayer</b>	Performed by Carla Peltier.	
<b>III. Roll Call</b>	Performed by Jaclyn De Los Santos.	
<b>IV. Approval of <u>Agenda</u></b>		Chairman Poitra requested a motion to approve the agenda. Carla Peltier made this motion, seconded by Glenn Longie. Discussion held. Request to move PO's to Old Business, after item A. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
<b>V. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• <u>03-26-15</u></li> <li>• <u>04-20-15</u></li> </ul>		Chairman Poitra requested a motion to approve the March 26, 2015, and April 20, 2015 minutes. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.

<b>VII. Old Business</b>		
<b>A. Elementary Education Diplomas</b>	<p>The Board of Directors received a request by email from a prior student in reference to their diploma. Dr. Teresa Delorme informed the Board that the student, along with some additional students did not pass their praxis, but completed their other required courses. TMCC has the policy that the student must pass their praxis exam to graduate. Dr. Delorme explained the reasoning behind the policy. This could put the program in jeopardy if they award degrees when the praxis is not passed. If TMCC does not have the completion rate, we can lose our accreditation for the program. The students that are no longer interested in teaching, would need to transfer into another bachelor's program. Additional discussion held. TMCC has a new focus on four year programs and will be moving towards additional bachelor degrees. The Board requested that the Academic Dean report at June meeting with ideas for four year degrees.</p> <p>Dr. Teresa Delorme exited at 5:41 p.m.</p>	<p><b>The Board requested that the Academic Dean report at June meeting with ideas for four year degrees.</b></p>
<b>B. PO's</b>	<p>PO's:</p> <p>Chad Davis is requesting approval of two PO's. The PO's are for: Blackboard Learning Core Solutions paid from Title III in the amount of 77,539.00 or Canvas by Instructure paid from Title III in the amount of \$76,712.</p> <p>Chad Davis is requesting approval for the PO's for a learning management system (LMS). He is working with the two to determine which would fit our campus the best. This is looking to expand our distance education courses. We are working to determine what LMS would work the best. We have the process of getting online program accreditation from the HLC. The LMS will be in place by August, and a timeline is in place. Jenzabar does not have the features that the other LMS have.</p>	<p><b>Chad Davis is recommending approval for a PO to Blackboard Learning Core Solutions paid from Title III in the amount of 77,539.00.</b></p> <p><b>Chairman Poitra requested a motion to approve the PO to Blackboard Learning Core Solutions paid from Title III in the amount of \$77,539.00 Carla Peltier made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b></p>

	<p>Chad Davis is recommending approval for both PO's, and allow the faculty to make the decision. The Board does not feel comfortable approving both PO's.</p>	
<p><b>C. <u>Cafeteria</u></b></p>	<p>Please see Appendix A. The equipment that is not being utilized in the cafeteria is being advertised for bids. The sale of the equipment will go into the cafeteria's account. Tracy Azure is recommending to employ one full time staff member and two part time staff. Chairman Poitra suggests acquiring additional people to manage the cafeteria. We want a quality product and good operations. Option 3 is the route that Tracy Azure recommends. The Board's recommendation is to move the responsibility from the Comptroller to a different individual. Or have an outside consultant supervise the cafeteria. As the Comptroller, supervising the cafeteria and Arrowhead is too much. The cafeteria is not a for profit organization, it is a student service. Additional discussion held.</p> <p>Patrick Marcellais suggested possibly making the cafeteria a student project. Lengthy discussion held. Look into the possibility of having flexible hours and still be considered full time. Cut down to 10-11 month contract for the employees, with the option to prorate the checks.</p> <p>Dr. Davis inquired about the limit on subsidizing the cafeteria, which would be about \$4000 per month.</p> <p>Chairman Poitra recommends to move forward with the cafe with one of the below options:</p> <ol style="list-style-type: none"> <li>1. Flex Schedule</li> <li>2. Cafeteria style meals</li> <li>3. Bid out the cafeteria</li> </ol>	<p><b>Chairman Poitra requested a motion to table the cafeteria and bring back a schedule of change in hours for the cafeteria staff. Dr. Lana Decoteau made this motion, seconded by Glenn Longie. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b></p>
<p><b>D. <u>Arrowhead Printing Recommendations</u></b></p>	<p>The consultant stated that the equipment needs to be replaced in order to function properly, they also need to update their software. Arrowhead at this point does not have a manager hired, and cannot be hired with their current</p>	<p><b>Chairman Poitra requested a motion to table Arrowhead Printing. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Bring back to May</b></p>

	budget. With the new equipment, this should increase sales, which would then allow in the budget for a manager. This has not been implemented into the business plan. Discussion held. If the College wished to keep Arrowhead as a for profit business, the business plan needs to reflect this. There should be a manager on staff, rather than Tracy Azure as comptroller	<b>21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>D. <u>Draft Title III 5 Year Budget Proposal</u></b>		<b>Chairman Poitra requested a motion to table Draft Title III 5 year budget. Dr. Lana Decoteau made this motion, seconded by Glenn Longie. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>E. <u>Draft FY16 ICCA Budget</u></b>	The FY16 ICCA Budget is in draft form. This includes the position for the Director of Student Services Positions.	<b>Chairman Poitra requested a motion to table Draft FY16 ICCA Budget. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>F. Director of Student Services Position Description</b>		<b>Chairman Poitra requested a motion to table Director of Student Services Position Description. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>VIII. New Business</b>		
<b>1. Vice President's Report presented by Kellie Hall</b>		<b>table to May 18th meeting.</b>

<p>a. Monthly Report</p>		
<p>2. Comptroller's Report by Tracy Azure  b. <u>Federal Schedule</u>  c. Report</p>		<p>Chairman Poitra requested a motion to table the Comptroller's Report. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>3. Student Senate  e. Confidence Course/Walk/Run Fundraiser Ideas  f. CJ Hawk Memorial Fundraiser Ideas  g. Report</p>	<p>Student Senate was not present at this meeting.</p>	
<p>4. President's Report presented by Dr. Jim Davis  h. Monthly Report</p>	<p>Dr. Davis informed the Board there was lot of work done with legislature working on the State Grant. They have approved \$3 million. We are down \$2 million from the previous biennium.</p> <p>The Board requested a short update on a personnel issue.</p>	<p>Chairman Poitra requested a motion to table the President's Report. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Bring back to May 21st, 2015 Meeting. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>VIII. Other Business</p>	<p>None.</p>	
<p>XI. Next Meeting</p>	<p>Special Board Meeting; May 18, 2015 at 5:00 p.m.; TMCC Board Room  Regular Board Meeting; May 21, 2015 at 5:00 p.m.; TMCC Board Room</p>	
<p>XII. Adjournment</p>	<ul style="list-style-type: none"> <li>Meeting adjourned at p.m.</li> </ul>	<p>Chairman Poitra asked for 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</p>

		carried.



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary