

OFFICIAL MEETING MINUTES

MINUTES:	TMCC REGULAR BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	1/25/16 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, JoAnne DeCoteau, Dr. Lana DeCoteau, Cynthia Allery.
Board of Directors Absent:	Carla Peltier.
Board of Trustees Present:	Theresa Rivard, Charla Morin, Sheyanna Ashes, Yvonne St. Claire, Elmer Davis
Staff Present:	Dr. Jim Davis, Kelly Hall, Tracy Azure, Rhonda Gustafson, Wanda Laducer, Holly Cahill, Wes Davis, Donna Thomas.
Guests:	None.
Officiating Recorder:	Candace Longie.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 5:07 p.m.	
II. Opening Prayer	Performed by Wes Davis.	
III. Roll Call	Performed by Candace Longie.	
IV. <u>Approval of Agenda</u>	Elmer Davis enter the meeting at 5:10.	Chairman Poitra requested a motion to approve the agenda. Dr. DeCoteau made the motion. The motion was seconded by Cynthia Allery. Chairman Poitra would like to add - Allied Health Building as item E. Candace Longie performed roll call vote. All were in favor. Motion carried.
VI. Approval of Minutes <ul style="list-style-type: none"> ● <u>12/9/15</u> ● <u>12/11/15</u> ● <u>12/12/15</u> 		Chairman Poitra requested a motion to approve the December 9, 2015, December 11, 2015, and December 12, 2016 minutes as presented. JoAnne DeCoteau made this motion, the motion was seconded by Cynthia Allery. Candace Longie performed roll call vote. All were in favor. Motion carried.

VII. Old Business	<p data-bbox="115 131 472 164">A. Updated ICCA Budget</p> <p data-bbox="543 131 1266 293">Tracy handed out a document that the board had approved in December. Please see <u>Appendix A</u>. In this document Tracy then went through each item, which included the dollar amount.</p> <p data-bbox="543 350 1289 427">Discussion occurred with concerns on marketing and advertising also on Gailfus building renovation.</p> <p data-bbox="543 483 1266 691">Donna Thomas, Vocational Rehabilitation Director, presented information to the board about the old campus building. There is no place for counselor to work privately. The building is not up to par for usage.</p> <p data-bbox="543 745 1119 777">5:22 Yvonne St.Claire enter the meeting.</p> <p data-bbox="543 834 1293 1042">Wes stated the number of items that needed to done. He also stated the it was a great learning process for the BCT students to do projects but once school is out there is no one to work on it. Wes stated that it is basically just a update for the building.</p> <p data-bbox="543 1099 1260 1175">Duane also asked about the exposure to liability of someone getting hurt.</p> <p data-bbox="543 1232 1251 1390">Discussion on feasibility of renovation. Wes would work with Bartlett and West to confirm project feasibility. Once obtained the board will have a special meeting when Wes needs them to.</p> <p data-bbox="543 1446 1276 1479">A reminder to include update of the front area of the</p>	<p data-bbox="1325 131 1969 248">Tracy stated that she would check with the insurance company to find out liability of BCT students.</p> <p data-bbox="1325 305 1959 381">Duane asked that information be reported back at the next meeting.</p> <p data-bbox="1325 438 1913 555">Wes will get feasibility information and when he would be ready for special meeting.</p> <p data-bbox="1325 612 1948 688">Dr. Davis stated that they would do research for find a van within the budget.</p> <p data-bbox="1325 745 1961 1170">Dr. Lana DeCoteau made the motion to approve the budget excluding the 30,000 for the Gailfus Building. The motion was second by Cynthia Allery. Discussion : Dr. Davis asked for clarification on excluding the \$30,000. Duane stated that it was only until confirmation on feasibility of architect's information and they will meet again. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>
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	<p>building as we move forward.</p> <p>Rhonda gave information on quilting class, ice fishing, summer fishing, cross country skiing, portable volleyball, yoga, more PE courses. Students are enjoying all the new classes. Sheyanna stated that the students are loving the new PE classes.</p> <p>Questions were asked regarding the purchase of a van for 5,000.00.</p>	
<p>B. General Studies Options for Teacher Ed Candidates by Rhonda Gustafson & Dr. Teresa Delorme</p>	<p>Rhonda presented options for teacher ed candidates who did not pass Praxis test which would include a new program of study. A bachelor's degree in general studies is currently being developed and will require HLC approval.</p>	<p>When it is time for approval it will be brought back to the board by Kellie and Rhonda.</p>
<p>C. Policy Approval</p>	<p>Holly Cahill stated that the policy was on the google drive. It's a clean copy so there is no highlighting on it. The hiring process 5.1 was rewritten. Duane (page 5-10) thought that there would be a separate section for hiring recommendation.</p> <p>Duane asked if there is a two-step process or or final approval for the policy?</p>	<p>The board would like a section in bold for hiring and conferment. There should be a signed document where the President concurs with the hiring. Holly asked what the board wants. The board would like to see memo after Dr. Davis signs off on it (attached in her board report).</p> <p>Dr. Lana DeCoteau offered editing corrections.</p> <p>Tracy was asked to bring fiscal policy back to special meeting with corrections.</p> <p>Dr. Lana DeCoteau made motion to</p>

		approve, the motion was seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.
D. Gaifus Building Renovation Supplies by Wes Davis	Wes reported on this item earlier. See old business A of updated ICCA.	
E. Allied Health Building	Allied Health Building- Duane wanted discussion on this item on the agenda. He has concerns about the building. Architects are coming in low. Dr. Davis thinks that bid will be lower in the spring. Discussion on mechanical contractors.	Dr. Davis gave report on projects.
VIII. New Business		
1. Student Senate a. <u>Monthly Report</u>	Sheyanna stated the students are gearing up for their meeting in Washington They are still making meals on Wednesdays. They continue to have their Friday meetings, however; they will not meet the week they are in Washington. Student senate gets a lot of help from Steve DeCoteau.	Duane asked that they keep a daycare in the plan as a priority in the master facility plan. Wes stated that it is the first thing in the plan.
2. President's Report presented by Dr. Jim Davis b. <u>Monthly Report</u>	Dr. Davis stated that they have been working on health insurance plan weekly. Also, that they are looking at Medicare like rates so that they can utilize this to save money on premiums and services. Dr. Davis has worked with the local health services to get this working.	Duane asked that Dr. Davis take some time in looking at the health insurance plan in the future and that the health care plan should be in place by April. Duane asked Tracy are we prepared to comply with all of the affordable care act by March 31st.
3. Vice President's Report presented by Kellie Hall c. <u>Monthly Report</u>	Kellie informed the board that there is a correction to the current catalog due to a deletion error.	Duane stated that there does not need to be any board action.

	Dr. Davis stated that the Heart Program can no longer cover the tuition for students anymore. It is going to be tough to administer.	Kellie stated that there will be 3 positions that will be needed to be approved at next special meeting in the Heart Project.
4. Comptroller's Report by Tracy Azure d. Updated ICCA Budget e. College Health Plan f. PO's g. <u>Monthly Report</u>	Tracy has one purchase requisition out of World Health Care Connect is paying 65%. Title III is paying 35% of the cost. The total cost \$140,623.18.	Tracy needs Chairman Poitra signature on purchase requisition after approval. JoAnne DeCoteau made this motion to approve World Health Care Connect PR, the motion was seconded by Cynthia Allery. Candace Longie performed roll call vote. All were in favor. Motion carried.
IX. Other Business	The board would like to take another level, such as, BoardDocs. Duane stated that it is a quicker format to use.	Candace is to contact Chad Davis to find out more about purchasing the BoardDocs software. The board documents need to be in the Friday before the meeting.
X. Next Meeting	<ul style="list-style-type: none"> Regular Board Meeting; February 22, 2016 at 5:00 p.m.; TMCC Board Room 	
XI. Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 6:40 p.m. 	Chairman Poitra asked for a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by Cynthia Allery. Candace Longie performed roll call vote. All were in favor. Motion carried.

Duane Poitra

Duane Poitra, Board of Directors Chairman

Candace Longie

Candace Longie, Board of Directors Recording Secretary

5,000.00	<p>Van for IT - Van without seats in the back to haul computers/equipment to the other campuses. Need to use every day for IT Support at other sites. This van could be used for other purposes.</p>
10,000.00	<p>Consulting - Marketing/Advertising Plan To better address the recruitment of students, to promote TMCC Programs of study, and other related promotional and advertising (Social Media, TMCC APP as possibilities) that could be identified at a later date. Hire consultant to assist us with best practices.</p>
45,000.00	<p>Capital- Electronic Sign (to be located downtown) Sign located in town will display announcements, activities, important dates, games, registration, orientation, etc.</p>
50,000.00	<p>Landscaping - Driveway Repave both sides of the driveway entrance.</p>
30,000.00	<p>Material for Gailfus Building Renovation (former P2P) Voc Rehab needs extra space to be in compliance with the grant. This is a priority since the grant has been going since Oct. 1, 2014. This money will only renovate the area that Voc Rehab will occupy. This is materials only.</p>
16,894.00	<p>Additional Classroom Supplies/Equipment Equipment and supplies for the new/existing Phy Ed. Courses such as portable volley net/balls; fishing equipment; sewing machines; etc.</p>
54,375.00	<p>Social Science Instructor needs to go back into ICCA budget because we determined we will not address the four year Social Science program at this time . Initially this was in Title II.</p>
6,000.00	<p>Supplies - Classroom chairs for computer labs need to be replaced.</p>
7,018.00	<p>Internal Signage/Branding using the new logo.</p>
38,251.68	<p>Health Insurance Premiums</p>
15,000.00	<p>Travel -Teacher Ed Diversity</p>
-	<p>Student Teacher Supervisor Consultants</p>
277,538.68	