

OFFICIAL MEETING MINUTES

MINUTES:	TMCC REGULAR BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	2/22/16 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, JoAnne DeCoteau, Dr. Lana DeCoteau, and Carla Peltier.
Board of Directors Absent:	Cynthia Allery
Board of Trustees Present:	Theresa Rivard, Charla Morin, Yvonne St. Claire, and Raymond Parisien Sr
Staff Present:	Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer, Holly Cahill, and Wes Davis,
Guests:	Dave Ripley and Sheila Trottier
Officiating Recorder:	Candace Longie.

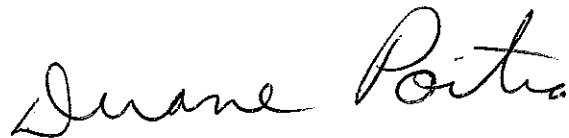
Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 5:22 p.m.	
II. Opening Prayer	Performed by Dave Ripley.	
III. Roll Call	Performed by Candace Longie.	
IV. <u>Approval of Agenda</u>		Chairman Poitra requested a motion to approve the agenda. Dr Decoteau made the motion. The motion was seconded by Carla Peltier. Candace Longie performed roll call vote. All were in favor. Motion carried.
V. Approval of Minutes • <u>1/25/16</u>	Duane pointed out that the approval of January minutes were not on the agenda.	Chairman Poitra requested to hold the January 25, 2016 minutes until the next meeting as to it not being an item on the agenda.
VII. Old Business		
A. Policy Approval	Holly Cahill stated that there were no changes to the policy. Discussion that there be recommendation ratings made and given to the President. Holly informed the board that Dr. Davis sees all the ratings	Carla is recommending the original policy that is in place. Dr. Lana DeCoteau made the motion for the

	<p>and names. The highlighted information is what was expounded too..</p> <p>Discussion on hiring process as to informing the board of directors of new hires. Duane would like all the names and recommendations to be given to the President Dr. Davis. Dr. Davis informed the board that he is involved with the hiring process.</p> <p>Further discussion on concurrence vs. hiring done by board of directors. Holly provided details on current hiring process.</p> <p>Other issues discussed on time delays for hiring and delayed advertising.</p> <p>Tracy informed the board about the fiscal policies that are in the board packets informing of possible changes in wording.</p>	<p>hiring process to have concurrence with the board until June, the motion was seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</p> <p>Dr. Lana DeCoteau made the motion to approve to make changes to the fiscal policies that Tracy presented, the motion was seconded by Carla Peltier. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>
<p>B. Allied Health Building</p>	<p>See <u>Appendix A</u></p> <p>Dr. Davis discussed the Allied Health Building project including rehabilitation to the exterior building shell and installation of new mechanical equipment to supplement existing heating and cooling systems of the building. He asked that the Board of Directors make a motion, with a second motion, that we reject all bids and rebid the project.</p> <p>Concerns were expressed by the board regarding rebidding of the Allied Health Building project.</p>	<p>Dr. Lana DeCoteau made the motion to reject and rebid, the motion was seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. JoAnne DeCoteau - Yes, Carla Peltier - Yes, and Dr. DeCoteau - Yes. Duane Poitra - No. Motion carried.</p>

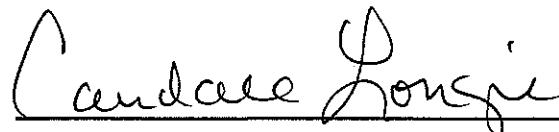
	<p>Further discussion regarding the process of architects and bidders. Bids were open DeCember 17, 2016.</p> <p>6:42 Resa Davis left meeting. 6:45 Holly Cahill left meeting. 6:52 Dave Ripley left meeting. 6:52 Wes Davis left meeting.</p>	
<p>C. Heart Program Position</p> <ul style="list-style-type: none"> • <u>CNA CMA Instructor Developer</u> • <u>Health & Fitness Technician Instructor Developer</u> • <u>Medical Administrative Assistant Instructor Developer</u> <p>Title III Descriptions</p> <ul style="list-style-type: none"> • <u>Read-English Instructor Developer</u> • <u>Social Science Instructor Developer</u> 	<p><u>Hiring Process</u></p>	<p>JoAnne DeCoteau made this motion to approve the position descriptions, the motion was seconded by Carla Peltier. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>
<p>D. Insurance Liability for BCT Students</p>	<p>Tracy notified the board that the BCT students would be covered.</p>	
<p>E. Electronic Governance</p>	<p>Discussion occurred as to where and when the money would come from to purchase BoardDocs. Tracy then went through various accounts as to where the funds could come from. Duane stated that it would happen during the fiscal periods.</p> <p>Candace is to send Tracy the information that was sent from Chad Davis to her.</p>	<p>Carla made this motion to approve the BoardDocs electronic programing services, the motion was seconded by Dr. DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>
<p>VIII. New Business</p>		

<p>1. President's Report presented by Dr. Jim Davis b. <u>Monthly Report</u></p>	<p>Dr. Davis stated that the college hosted a basketball tournament. The men one first and the women got second. Dr. Davis also expressed his concern about the fact that the it is hard to get women for the team.</p> <p>Ray is aware of the talent that we have here. Mike Gonzala's is the coach for the men and Pete Davis is the coach for the women.</p> <p>AIHEC basketball tournament is in Bellingham Washington.</p>	
<p>2. Vice President's Report presented by Kellie Hall c. <u>Monthly Report</u></p>	<p>Kellie asked that the board please disregard page 3. That is from last month. She attended the Title IX training in Bismarck last week. She asked that Dr. Davis discuss the drug testing policy that enrolled in the CDL program due to the safety involved with driving. Kellie informed the board the the high school prom will be held on our campus this year.</p>	
<p>3. Comptroller's Report by Tracy Azure c. PO's d. <u>Monthly Report</u></p>	<p>January Vendors Report January Expense Report Budget vs Actual 1-31-16 Grants Budget vs Actual 1-31-16</p> <p>College Health Plan - Duane asked what the plan is for next year. Dr. Davis stated that there is a conference call with Aberden- IHS tomorrow morning. We will continue to monitor.</p> <p>Tracy presented the board with hard copies of the Budget vs Actual report and Grants Budget vs Actual.</p>	<p>Dr. DeCoteau made the motion to approve the PR to Dakota Pipe & Steel (46,516.50). motion was seconded by Carla Peltier. Candace Longie performed roll call vote. All were in favor. Motion carried.</p> <p>Dr. DeCoteau made the motion to approve the PR to American Welding & Gas (33,680.06). motion was seconded by Carla Peltier. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>

	<p>Tracy presented two PR's for signatures.</p> <ul style="list-style-type: none"> • Dakota Pipe & Steel (46,516.50) • American Welding & Gas (33,680.06) 	
<p>4. Student Senate a. Monthly Report</p>	<p>Charla informed the board of the trip they took to Washington, DC. The students were able to meet with Heidi Heitcamp, enjoy sightseeing, and experience many great food places.</p> <p>AIHEC will be held in March.</p>	
<p>V. Other Business</p>		
<p>X. Next Meeting</p>	<ul style="list-style-type: none"> • Quarterly Board Meeting; March 21, 2016 at 5:00 p.m.; TMCC Board Room 	
<p>XI. Adjournment</p>	<ul style="list-style-type: none"> • Meeting adjourned at 7:18 p.m. 	<p>Chairman Poitra asked for a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by Dr. DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</p>



Duane Poitra, Board of Directors Chairman



Candace Longie, Board of Directors Recording Secretary

TURTLE MOUNTAIN COMMUNITY COLLEGE

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Date: February 21, 2016

To: Board of Directors

From: Jim Davis, President

Re: Allied Health Project

The committee for the Allied Health Project strongly recommends that the Board of Directors reject all bids and rebid the project. The reasons for this are multiple. Please see the attached memo dated February 19, 2016, from this project's Architect Scott DeMartelaere; see the email comments from Scott Davis, State Engineer for ND Rural Development/USDA; see Dave Ripley's memo to me dated February 18, 2016. Dave is TMCC's Title III Director and Title III has contributed \$100,000 to this project. ND's USDA Rural Development has contributed \$166,000 to this project.

The most telling and obvious reasons for rejecting the bids and rebidding the project come from Architect Scott DeMartelaere; with a little less so coming from Scott Davis and Dave Ripley.

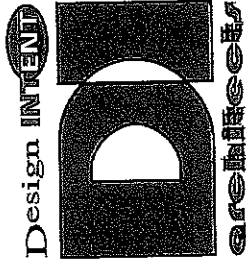
In the architect's findings and explanation using RSMMeans Building Cost Database, it seems apparent to me --and I am not an architect -- that the bids for this project are excessive. I believe if we accept the low bid, we are enforcing what bidders will think or have come to think about TMCC, which is 'bid high' and TMCC will find the money.

The low bid is well over the \$266,000 we have for this project and is much more over the cost estimates using the RSMMeans Database system.

Motion: The Board of Directors makes a motion, with a second to the motion, that we reject all bids and rebid the project.

Thank you.

Attachments: Scott DeMartelaere, AIA, memo dated February 19, 2016
Scott Davis, USDA, email dated February 19, 2016
Dave Ripley's memo dated February 18, 2016



D e s i g n I n t e n t A r c h i t e c t s

February 19, 2016

To: Mr. Wes Davis, Facilities Manager
Turtle Mountain Community College
PO Box 340
Belcourt, ND 58316

From: Scott DeMartelaere, AIA

Re: Construction Contract Award Recommendation
Allied Health Building – Building Shell and Mechanical Upgrades
DIA No. 15513

PROJECT SCOPE:

Project included rehabilitation to the exterior building shell and installation of new mechanical equipment to supplement existing heating and cooling systems of the original building known as the Allied Health Building located on the grounds of the Turtle Mountain Community College.

BID RESULTS:

On Thursday, December 17, 2015, Turtle Mountain Community College accepted bids for the 2015 Allied Health Building – Building Shell and Mechanical Upgrades in the Board Room at the Turtle Mountain Community College. Four (4) bids were submitted, with the bid results as follows:

<u>Contractor</u>	<u>Base Bid</u>
Rolac Contracting, Inc.	\$391,563.00
Pro-Mark Services, Inc.	\$399,933.00
Poitras Construction	\$383,470.00
DeCoteau Electric	\$350,000.00

Design Intent Architects Recommendation:

All bids submitted are over the Architects Project Estimate of \$267,035 and the Owners project budget. The Architects Estimate was based on historical data, experience with similar project types, RS Means building construction cost data and conversations with interested vendors supplying materials and labor.

The Owner asked for a second opinion on the Architects Estimate and Design Intent Architects complied by obtaining the services of Dan Johnson Construction, Inc. (DJC) DJC put together a bid as if the project was to be performed in Fergus Falls, MN. Their Bid came in at \$230,000.00. Design Intent Architects then used the RSMMeans City Cost Indexes to establish a cost of a similar renovation project in Belcourt North Dakota.

D e s i g n I n t e n t A r c h i t e c t s

RSMMeans is a nationally recognized Building Cost Database used by Architects, Engineers, and Contractors to estimate project costs. RSMMeans has established a numerical City Cost Index for the entire United States and Canada. If a City has a cost index of 100 it is considered equal to the national average. A number lower means it costs less than the national average and a number higher than 100 means it cost more than the national average. Using this Index a person can calculate the cost of a building from one city to another.

Using the \$230,000 bid received from DJI and multiplying it by the index 99.9 for Fergus Falls then the cost to build in Fergus Falls would be \$229,770.

The closest index for belcourt is Minot, ND with an index of 88.0 (which is also the highest index in the state of North Dakota) therefor it would cost \$202,600 for a similar project.

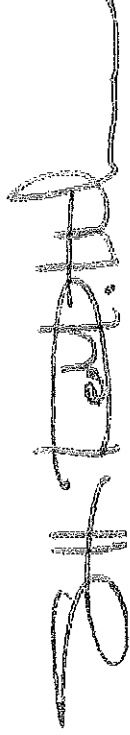
We also calculated the cost of a similar building in New York, NY with an index of 133 (the highest index in the United States). A similar project would cost \$306,200.

An interesting note: Based on the lowest bid received, Beicourt ND would have a City Cost Index of **152**, far exceeding the most expensive place to build, New York, NY.

Based on the above information, it is our recommendation for Turtle Mountain Community College to reject all bids and rebid this project.

Sincerely,

DESIGN INTENT ARCHITECTS



Scott DeMartelaere, AIA
President

scottd@di-arch.com



Jim Davis <jdavis@tm.edu>

Allied Health Building Improvements

Fri, Feb 19, 2016 at 1:35 PM

Davis, Scott - RD, Bismarck, ND <Scott.Davis2@nd.usda.gov>

To: "jdavis@tm.edu" <jdavis@tm.edu>

Cc: "Wiltse, Christy - RD, Minot, ND" <Christy.Wiltse@nd.usda.gov>

Mr. Davis,

It is my understanding in speaking with Scott from DIA Architects, and yourself, that negotiations with the low bidder were unsuccessful in lowering costs to within the budgeted amount. Other options allowed under RD 1942-A include removing a portion of the proposed work to get the project within budget, or to reject all prior bids and re-advertise the project. If the re-advertise option is chosen, I can share with you that within the last week there have been several other RD funded facility improvement projects that have been highly competitive, with bids coming in below the budgeted amount. I wish you success in obtaining a contractor on your very important project. If I can be of further assistance please don't hesitate in contacting me.

Scott Davis | State Engineer

North Dakota Rural Development

U.S. Department of Agriculture

220 East Rosser, Bismarck, ND 58501

Phone (701) 530-2069, Fax (701) 530-2111

www.rd.usda.gov/nd | "Committed to the future of rural communities"

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February 18, 2015

Dr. Davis:

One of the primary responsibilities of a Title III Director is to pursue the most cost-effective avenue when soliciting contracts. This responsibility assures Title III/ Dept. of Education that all funds are spent only after careful consideration is given to all alternatives. That being said, my recommendation is to rebid the Allied Health renovation project; seeking a bid that is close to the USDA estimate of \$266,000. You have to remember that when Title III did the addition onto the Allied Health area, we had to rebid the project two time before the estimate was met. Without rebidding the project, we eliminate the option of seeking other contractors who may be willing to meet the estimate. Last week, Wes, Scott (USDA), you and I agreed that to rebid was the best approach. Since Title III funds will be spent on this project, I submit that a rebid is the most cost-effective avenue to pursue.

Thank you,

David Ripley, Title III Director

A handwritten signature in dark ink, appearing to read "David Ripley", written in a cursive style.