

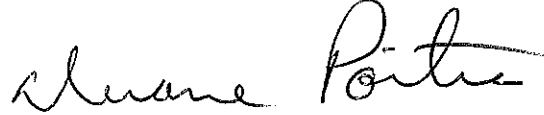
OFFICIAL MEETING MINUTES

MINUTES:	TMCC SPECIAL BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	4/22/16 – 4:00 p.m. – Tipi Conference Room - Spirit Lake Casino
Board of Directors Present:	Duane Poitra, Dr. Lana DeCoteau, JoAnne DeCoteau, & Cynthia Allery
Board of Directors Absent:	Carla Peltier
Board of Trustees Present:	Theresa Rivard, Charla Morin, Raymond Parisien Sr., David Brien, James Lindgren, Yvonne St. Claire, & Dwight Trottier
Board of Trustees Absent:	Patrick Marcellais, Sheyanna Ashes, and Elmer Davis.
Staff Present:	Dr. Jim Davis
Guests:	Dr. Leigh Jeanotte
Officiating Recorder:	Candace Longie

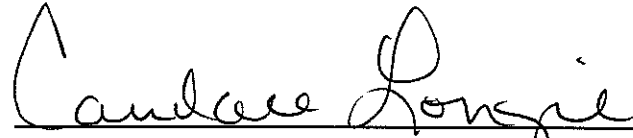
Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 4:27 p.m.	
II. Opening Prayer	Performed by Dr. Jeanotte.	
III. Roll Call	Performed by Candace Longie.	
VI. Approval of Agenda		Chairman Poitra requested motion to approve the agenda. Dr. Decoteau made the motion, seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.
V. Old Business		
A.		
V. New Business		
1. Review Goals - Board of Directors	Dr. Leigh presented to board with 4 goals. See attached goals.	

	<p>Chairman Duane asked for discussion on goals before moving forward. Discussion the occurred pertaining to goal #2.</p> <p>Discussion occurred about items in goal #1. Allied Health Project</p> <p>Discussion occurred on goal #3. Focus needs be centered around the students pertaining to the cafeteria.</p> <p>Discussion on Arrowhead Printing as to manager vacated the position which helped the budget. Suggestions were to update equipment and trained staff. Downfall the cost of items needs to be increased. Arrowhead Printing needs to be re-evaluated.</p> <p>Discussion also occurred on exploring the feasibility of developing a TMCC daycare center on site. Enrollment would increase.</p> <p>Dr. Leigh discussed goal #4. PRAXIS testing is tough to pass. 10 students didn't make the cohort. Quality of graduates is good.</p> <p>Need a orientation for BOD & BOT to be put in place. This would stimulate coordination between the two.</p> <p>Jim Lindgren left the meeting at 6:14.</p> <p>Theresa Rivard left the meeting 6:15.</p> <p>Dr. Leigh Jeanotte left the meeting 6:23.</p>	
<p>2. President Evaluation - Dr. Jim Davis</p>	<p>Informal discussion on President's evaluation.</p> <p>Discussion occurred concerning changing the</p>	<p>Meeting in the near future needs to occur on strategic planning like the December meeting.</p>

	<p>process but B.O.D. in agreement to using same tool as last year. Dr. Davis informed the board that he completed his self evaluation. Candace did send to all Board of Directors. The only process that Dr. Davis would like to change is sending evaluation to Dr. Jeanotte. Dr. Davis expressed his concerns on the process of the President's evaluation pertaining to:</p> <ul style="list-style-type: none"> ● Discussion prior to evaluation ● Mission Statement should be included ● Heritage and Culture should be also added. <p>Dr. Davis and Board of Directors continued with discussions and concerns pertaining to president's evaluation.</p> <p>James Lindgren entered meeting at 6:37 pm. Charla Morin left meeting at 6:37 p.m. David Brien left meeting at 7:10 p.m.</p>	
VI. Other Business		
IX. Goals and Observations		
X. Next Meeting	<ul style="list-style-type: none"> ● April 23, 2016 at 9:00 a.m.; Tipi Conference Room- Spirit Lake Casino 	
XI. Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 8:00 p.m. 	<p>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.</p>



Duane Poitra, Board of Directors Chairman



Candace Longie, Board of Directors Recording Secretary

<p>for documentation).</p> <ul style="list-style-type: none"> - Responses to requests for information will be placed on the Board meeting agenda when feasible, or conveyed to the Board of Directors in some other manner (mail, email, etc.). 	<p>Administration</p>		
<p>Schedule a meeting with the Director of Human Resources and Administration to:</p> <ul style="list-style-type: none"> • <u>Identify and document concerns and issues regarding HR policies, salary scale, hiring processes, and salary negotiations.</u> <ul style="list-style-type: none"> - Schedule a follow-up meeting in timely manner for HR to respond to and address all identified issues and concerns. - Consider reviewing current TMCC policy for possible revisions or amendments. 	<p>Board of Directors, Administration, and Director of Human Resources</p>	<p>March 2016</p> <p>April 2016</p> <p>May 2016</p>	
<p>A meeting should be scheduled with Administration to:</p> <ul style="list-style-type: none"> • <u>Review key steps in the construction process which would include:</u> <ul style="list-style-type: none"> - Examining the TMCC Facility Master Plan. - Addressing the budget and potential funding sources. - Developing building specifications. - Hiring a well-qualified architect. 	<p>Board of Directors, Administration, and Facilities Manager</p>	<p>March 2016</p>	

- Initiating the bidding process [requesting and advertising for bids, reviewing the bids, and awarding the construction contact].
- Securing required permits and insurance coverage.
- Preparing the construction site.
- Determining landscaping needs.
- Discussing the established process for managing and monitoring TMCC construction projects and identify responsible individuals or parties specifically charged with ongoing monitoring and management of construction progress from beginning to end to ensure high quality and timely TMCC construction projects.
- Discussing punch list activities.
- Formalizing warranty period.
- Establishing process for change orders.
- Respectfully request Administration to inform the Board of Directors of difficult forthcoming decisions or intentions pertaining to hiring/salary scale issues, construction concerns, budget, etc. to alleviate

Administration

TMCC BOARD OF DIRECTORS GOAL 2016

GOAL 2: Project ideal TMCC student enrollment numbers for the next five years and plan accordingly.

TODAY'S DATE: January 2016

Anticipated Goal Completion Target Date: March 2016

CRITICAL STEPS (WHAT)	WHO	TIMEFRAME (WHEN)	WHAT RESOURCES
<p>Meet to discuss the following:</p> <ul style="list-style-type: none"> • <u>Realistic enrollment numbers, recruitment plan, and projections for the next five years.</u> • If increasing enrollment is determined, a <u>Recruitment/Enrollment Management Plan should be developed</u> that includes the following components: <ul style="list-style-type: none"> - Potential employment or appointment of a recruitment coordinator. - Targeted geographic area(s) for recruiting prospective students. - The development of high quality recruitment materials (promotional brochures, fact sheets, videos, web and social media sites, recruitment items such as promotional pencils, pens, clips, lanyards, etc.). - Schedule of recruitment activities such as parent/family nights, recruitment fairs, high 	<p>Board of Directors and Administration</p> <p>Administration</p> <p>Administration and Human Resources</p>	<p>March 2016</p> <p>May 2016</p> <p>May 2016</p>	<p>Resources will be required to implement the Recruitment Plan, for example, funding to publish promotional materials, travel, recruitment promotional items, and potentially a salary for the recruitment coordinator should it be determined necessary.</p>

- school visits, admission application assistance.
- Follow-up communications via phone calls, emails, letters, etc.
- FAFSA/financial aid help sessions, and establish and maintain excellent working relationships with local and regional high school counselors.
- Budget for implementing Recruitment Plan.
- The monitoring and evaluating of Recruitment Plan to ensure goals are realistic and attainable.
- Final report development regarding recruitment successes and challenges.

What limitations or difficulties do we anticipate?

- Determination that TMCC currently has adequate student enrollment.
 - Limited financial resources for recruitment efforts, materials, and personnel.
 - Competition from other institutions of higher education.
 - Ability of existing faculty and staff to serve significantly increased numbers of students.
 - Adequacy of existing building/classroom space.
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and the overall value of Arrowhead Printing to determine to continue to operate, terminate, or consolidate with another TMCC department.

- Review the business and financial records of Arrowhead Printing to reveal losses or profits.
- Explore the viability of incorporating Arrowhead Printing with the TMCC Bookstore.
- Should Arrowhead Printing continue as a separate entity, a business plan should be developed.
- Explore the feasibility of developing a TMCC daycare center on site.
 - Discuss with Administration the pros and cons (students' childcare needs; space/building; funding for new construction or building renovation, equipment, and staff; cost effectiveness and sustainability; cost to students; licensure and legal requirements; liability issues; etc.) of developing a daycare center at TMCC.
 - Consult with Cankdeska Cikana Community College regarding the

Board of Directors,
Administration, and
Teacher Education faculty

June 2016

daycare center located within and administered by the college, ideally scheduling a site visit and tour.

What limitations or difficulties do we anticipate?

- Identification of adequate resources for possible continued subsidization of the TMCC Cafeteria and Arrowhead Printing.
 - TMCC students, faculty, and staff may object to plans to modify the Cafeteria.
 - The cost-effectiveness of merging Arrowhead Printing with the Bookstore.
 - Development of an onsite TMCC daycare would likely present difficulties regarding the following: lack of funding; limited space; lack of identified student need; and state, legal, and liability regulations.
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TMCC BOARD OF DIRECTORS GOALS 2016

GOAL 4: Explore and identify options for TMCC Teacher Education student majors who for various reasons have not successfully completed the PRAXIS test requirement and as a result, cannot complete and earn their Teacher Education degree.

TODAY'S DATE: January 2016

Anticipated Goal Completion Target Date: June 2016

CRITICAL STEPS (WHAT)	WHO	TIMEFRAME (WHEN)	WHAT RESOURCES
<p>Meet to explore and discuss:</p> <ul style="list-style-type: none"> • <u>Options and potential solutions to the PRAXIS test issue.</u> - Evaluate the effectiveness of the current PRAXIS study materials/program and should it be determined to be ineffective, possibly consider identifying or employing a temporary individual to work individually with students and develop a more intensive support/tutorial program specifically designed to better prepare TMCC students for PRAXIS success. - Explore the development of a General Studies Bachelor's Degree program option that would allow an alternative path to degree attainment for TMCC Teacher Education students. - Evaluate the transcripts of students impacted by the 	<p>Teacher Education Faculty, Board of Directors, and Administration</p>	<p>April 2016</p>	<p>Funding would need to be identified to employ a temporary individual to work one-on-one with students who have not successfully completed the PRAXIS requirement.</p> <p>Required funding to support the development and administration of a TMCC General Studies Bachelor's Degree program.</p>

PRAXIS requirement to determine the feasibility of transferring to another institution or taking online coursework in pursuit of a General Studies or other degree.			
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What limitations or difficulties do we anticipate?

- The availability of funding may be a limitation for TMCC to temporarily employ a PRAXIS tutor.
 - For TMCC Teacher Education majors impacted by the PRAXIS requirement, it may be difficult to take part in an intensive one-on-one tutorial assistance program as a result of current employment or other obligations.
 - TMCC may not be able to develop and implement a General Studies degree option for these students, and should this be an option, approval from the Higher Learning Commission may result in a lengthy delay.
 - Courses needed to earn a General Studies or other degree may not be available online and students may not be able or willing to relocate to another institution of higher education.
 - Students may have difficulty identifying adequate financial aid to continue their education due to federal financial aid limits regarding the number of course credits completed.
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