

## OFFICIAL MEETING MINUTES

<b>MINUTES:</b>	<b>TMCC SPECIAL BOARD OF DIRECTORS MEETING</b>
<b>Meeting:</b>	<b>Board of Directors, Board of Trustees, Administration</b>
<b>Date/Time/Location:</b>	<b>6/29/16 – 3:30 p.m. – TMCC BOARD MEETING ROOM</b>
<b>Board of Directors Present:</b>	Duane Poitra, JoAnne DeCoteau, and Dr. Lana DeCoteau
<b>Board of Directors Absent:</b>	Carla Peltier and Cynthia Allery
<b>Quorum present</b>	YES
<b>Board of Trustees Present:</b>	Theresa Rivard, Yvonne St. Claire and Raymond Parisien Sr.
<b>Board of Trustees Absent</b>	Sheyanna Ashes, Elmer Davis, Patrick Marcellais, David Brien, James Lindgren, and Charla Morin, and Dwight Trottier.
<b>Staff Present:</b>	Rhonda Gustafson, Cathy Martin, Terry Martin, and Doris Greenwood.
<b>Guests:</b>	
<b>Officiating Recorder:</b>	Candace Longie

<b>Agenda Item</b>	<b>Discussion – Conclusion</b>	<b>Recommendations or Actions</b>
<b>I. Call to Order</b>	Chairman Poitra called the meeting to order at 12:10 p.m.	
<b>II. Opening Prayer</b>	Performed by Tracy Azure.	
<b>III. Roll Call</b>	Performed by Candace Longie.	
<b>IV. Approval of Agenda</b>	<b>Add Student Support Grant</b>	<b>Chairman Poitra requested motion to approve the agenda adding Student Support Grant under new business. Dr. Lana DeCoteau made the motion, seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</b>
<b>V. Approval of Minutes</b>	Candace needs to meet with Tracy.	<b>Chairman Poitra requested a motion to</b>

<ul style="list-style-type: none"> <li>• <u>6/20/16</u></li> </ul>		<p><b>approve the June 20, 2016 minutes as presented. JoAnne DeCoteau made this motion, seconded by Dr. Lana DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</b></p>
<p><b>V. Old Business</b></p>		
<p><b>VI. New Business</b></p>		
<ol style="list-style-type: none"> <li>1. <b>Discussion on TMCC Zhaabwii Learning Center Project Grant</b></li> <li>2. <b>Student Support Grant</b></li> </ol>	<p>Dr. Jim Davis discussed the Zhaabwii Learning Center Project Grant that it was submitted and accepted. They were then informed that they did not follow the one step in particular. Dr. Davis then got in touch with Heidi Hicamp. Dr. Davis stated that it was not accepted. Heidi is going to go farther up the ladder to talking to the deputy of education as soon as she could. There is a 50/50 chance of it being accepted. We won't know until next week.</p> <p>Chairman Poitra had concerns as to what did we do wrong and how can we prevent this from happening again? The board of directors was then informed that this grant was submitted online. Chairman Poitra then asked does the college have a designee as to submitting the grants?</p>	

Kellie stated that she is the one to submit. The grant was not accepted in the word format. Kellie stated that she did not attend any of the webinars so she did not have any knowledge of the format.

Chairman Poitra then asked why we have not filled the grant writer position?

Kellie stated that student support services were given specific details on how to submit granted.

Dr. DeCoteau asked when the grant was due. It was due on May 24th and within 24 hours they were made aware of the problem. Dr. DeCoteau asked if there is even an appeal process?

Cathy Martin asked if Lyle Poitra is the grant writer for the college. Cathy stated that she made phone calls and meetings back in March to prepare for the grant application. Doris Greenwood is the tracking specialist. Cathy highlighted in red as to what needed to be done. Cathy worked in conjunction with Kellie and Lyle.

Doris went through it and it stated that it had to be done in PDF format. Cathy submitted to Kellie

but not in PDF format.

Cathy did not submit because of the mechanical process.

Chairman Poitra stated that we need to come up with a solution so that this does not happen again. There has to be some kind of internal control. The submitter was unauthorized to submit. The grant was about 1 and ½ million.

JoAnne stated that this needs to be taken seriously because it affects the students.

Dr. Davis sees three problems:

- Grants need to be done at least 3 days in advance at minimum.
- Need to identify the button pusher or backup person.
- Make sure that the webinars are attended.

Chairman Poitra stated that Dr. Davis needs to establish an internal control system and for it to be documented. Chairman Poitra then asked what will happen if the appeal is denied?

Dr. Davis stated that they will have to take

	<p>measure to accommodate.</p> <p>Cathy stated that she doesn't like to leave things until last minute. The date that was set to submit was May 20th but because of graduation it was pushed back a week.</p> <p>Chairman Poitra stated that all people need to attend meetings on the grants so that they are completed on time and correctly. Chairman Poitra asked Dr. Davis to bring back information on the appeal process and a plan of action at next month's meeting.</p> <p>Rhonda suggested that we keep working with Title III as far as student support services.</p> <p>Chairman Poitra would like the board to be informed immediately on appeal process of grant.</p>	
<p><b>2. (9.0020) Travel Approval Policy Provision</b></p>	<p>All travel for board members will be at the discretion of individual board members and reported at the next regular meeting.</p> <p>Tracy had concerns as to how she would know what travel is approved.</p> <p>Travel will be on prior board minutes before travel.</p>	<p><b>Chairman Poitra asked for a motion to revise the travel policy to "All travel for board members will be at the discretion of individual board members" and reported at the next regular meeting. Dr. Lana DeCoteau made the motion, seconded by JoAnne DeCoteau. Candace Longie performed roll call vote. All were in favor. Motion carried.</b></p>

	<p>Dr. Davis discussed the budget of travel and who should attend.</p> <p>Chairman Poitra stated that some of the travel should be at the discretion of the director. BOD travel has been pretty important. There is no abuse.</p> <p>Dr. Davis asked if the Board of Trustees will be under the same format?</p> <p>Yvonne stated that the board of trustees would follow the same guidelines.</p> <p>Ray stated that the President needs to not be left out. That we should constantly be looking at the budget for travel.</p> <p>Chairman Poitra stated that we could go over this in budget planning.</p>	
<p><b>3. Discussion on Academic Dean Position</b></p>	<p>Chairman Poitra stated that the BOD would like to be informed immediately not second hand when an employee hands in their resignations.</p> <p>Chairman Poitra asked other board members and Rhonda Gustafson if the board needs to go into a executive session.</p> <p>Dr. Davis stated that it is a management situation. Kellie has met with Rhonda. Dr. Davis stated that he is open to Rhonda to meet with him but she has chosen not to do so.</p>	

Chairman Poitra asked if there is actually a resignation in place and if it has been accepted?

Rhonda stated that her resignation has been accepted but she asked Dr. Davis withdraw it.

Rhonda then stated to the BOD that she would like for the meeting to go into executive session.

Dr. Davis stated that all parties should be in attendance.

Chairman Poitra asked Rhonda to put information in writing to the board of directors. There has been a separation between both parties.

Dr. Davis is asking the BOD that when any positions become open should he have to report it to the board?

Board is concerned with such a high position to be vacant.

Kellie was informed by e-mail that Rhonda resigned. She asked Rhonda if they could talk about the situation? Rhonda at this point was still too upset to discuss situation.

Dr. Davis at this point accepted Rhonda's resignation.

Rhonda did then later asked Dr. Davis to rescind her resignation but it was denied.

Dr. Davis offered Rhonda to meet with him after he accepted the resignation 5 days later.

Chairman Poitra asked Rhonda to submit to board information about situation so that a special board meeting could occur in executive session.

Yvonne stated that this executive session should happen today while Rhonda is still an employee until 4:30.

Chairman Poitra stated that the BOD is open for this request as long as it is in writing.

Dr. Davis is not looking for a lawsuit but he has opened the window to talk/meet with Rhonda prior to accepting the resignation. He then asked Rhonda if she was willing to talk?

Rhonda doesn't think that talking today is going to resolve anything today. Rhonda will put it in writing to meet with the BOD.

After more discussion, Rhonda then stated that she is willing to meet with Dr. Davis today with the possibility of retracting Rhonda's resignation.

Dr. DeCoteau stated that this is a critical position that should have been taken at management level.



Ray questioned the policy procedure being Rhonda is still an employee at the moment.

The Board of Directors and Board of Trustees are hoping to resolve the issue today.

Chairman Poitra asked Dr. Davis if he would retract Rhonda's resignation. Dr. Davis replied no. He would like to meet with Kellie and Rhonda before any action is decided.

Dr. DeCoteau asked Dr. Davis to retract resignation again. Dr. Davis is not willing to retract as he stated earlier due to the need to meet with Rhonda and Kellie.

Yvonne stated that the parties need to meet prior to retracting the resignation.

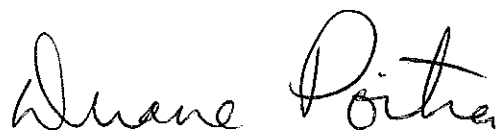
Chairman Poitra asked Rhonda what her preference is with the situation. Rhonda at this point stated the best thing for her to do is to put it in writing to the board as a grievance. The policy does allow this as an employee to grieve against the President. This would prolong the issue.

Ray asked who has the ultimate say on the resignation. The Board of Directors has the final say in executive session.

**VII. Other Business**

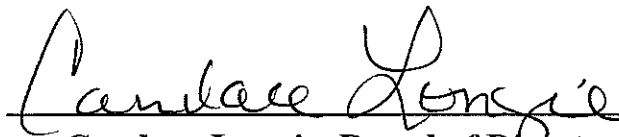
**Candace needs to contact Ray Trotter to**

		get name plate made a.s.a.p for Ray Parisien Sr.
<b>VIII. Goals and Observations</b>		
<b>IX. Next Meeting</b>	<ul style="list-style-type: none"> <li>• July 25, 2016 at 5:00 p.m.; TMCC Board Room</li> </ul>	
<b>X.</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:40 p.m.</li> </ul>	<p>Chairman Poitra asked for a motion to adjourn. JoAnne DeCoteau made this motion, seconded by Dr. Lana DeCoteau Candace Longie performed roll call vote. All were in favor. Motion carried.</p>




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**Duane Poitra, Board of Directors Chairman**




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**Candace Longie, Board of Directors Recording Secretary**