

## 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>10/27/2014 – 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>	Yvonne St. Claire, Dwight Trottier, Cole Frederick, Royce Poitra.
<b>Staff Present:</b>	Dr. Jim Davis, Kellie Hall, Rhonda Gustafson, Wanda Laducer, Tracy Azure, Leslie LaFountain.
<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 5:07 p.m.	
<b>II. Opening Prayer</b>	Performed by Dwight Trottier.	
<b>III. Roll Call</b>	Performed by Jaclyn De Los Santos.	
<b>IV. Approval of <u>Agenda</u></b>		Chairman Poitra asked for a motion to approve the agenda. 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>V. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• <u>9-20-14 Minutes</u></li> <li>• <u>9-30-14 Minutes</u></li> </ul>		Chairman Poitra asked for a motion to approve the September 20, 2014 minutes, with recommended changes. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.

		<p>Chairman Poitra asked for a motion to approve the September 30, 2014 minutes, with recommended changes. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<b>VI. Old Business</b>		
<b>A. Arrowhead Consultant Report</b>	<p>Tracy Azure reported that Patrick Grundy was hired as a consultant to work with Arrowhead Printing. He has informed Tracy that the equipment is old, the employees spend a lot of time repairing the machines, there are better machines that are able to do a number of the jobs that the employees are working on by hand, and the quoting and bidding process is not consistent. The staff were welcoming to the idea of the consultant. The consultant is waiting on additional information then he will move forward.</p> <p>Dr. Davis informed the Board that based on the final report from the consultant, the College will also have a recommendation to the Board. Chairman Poitra informed Tracy Azure that we need to have a business plan designed also. Tracy will discuss the consultant and the business plan with the staff to move forward.</p>	<p><b>Tracy Azure is asked to report back next month on the status of the consultant and the business plan.</b></p>
<b>B. Policies</b>	<p>Kellie Hall informed the Board that we were awaiting on suggestions from the Board. The Board approves of placing the policies out for the 30 day comment period. Chairman Poitra requested that Tracy Azure be more specific with the credit card policy.</p>	

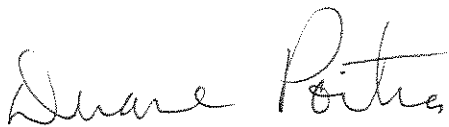
<p><b>C. Trane Heat Pump Report</b></p>	<p>Dr. Davis and Wes Davis have been working together with Trane on the heat pumps. The report was out for staff/faculty to review, and make comments on the report. Once the finalized reports are provided to Dr. Davis, he will send them to the Board members. Trane offers assistance applying for energy grants. The efficiency of the heat pumps was asked to be reported on. Dr. Davis informed the Board that we have about 100% efficiency with the replaced heat pumps. Discussion held. We are accomplishing our savings with energy. Our goal is to be around \$.90/square foot. Dr. Davis feels that we should be able to get a grant for energy. Due to the technology with our heating/air conditioning system, we are able to control when the pumps need to be running. Due to the increased knowledge, we may not need to work four, ten hour days next summer.</p>	<p>The final report from Trane on next agenda.</p> <p><b>Chairman Poitra requested that a report be provided in reference to the annual comparison on energy from 2010-2011 to 2015-2016. This should be done in 1 ½ years.</b></p>
<p><b>D. Native Leadership Program Director</b></p>	<p>Dr. Davis informed that Board that the Native Leadership Program Director position was presented at the last meeting. The Board requested at the last meeting that we receive a contract from P2P prior to moving forward. Dr. Davis presented Appendix A. Chairman Poitra informed Dr Davis that we had requested a letter of commitment from P2P due to the last experience with P2P and it took some wrangling to get the money.</p> <p>Please see Appendix B. Dr. Davis informed the Board that there is an outlined budget and when the funding will be available. We have received one payment from P2P in the amount of \$50,000 on 9/1/14. We are expecting the following payments:</p> <p>11/15/14 \$50,000 7/1/15 \$150,000</p>	<p><b>The Board requested that Dr. Davis bring back a 24-month budget, and a commitment from P2P acknowledging that P2P is committing to 2 years.</b></p> <p><b>Kellie Hall will email the job description to the Board.</b></p> <p><b>Dr. Davis requested approval of the 24-month budget which has been presented. The budget is from December 2014 to December 2016. The funding would all need to be received by December 2016. Chairman Poitra requested a motion to approve the twenty-four month budget as</b></p>

	<p>5/1/17 \$50,000</p> <p>Further Discussion held in reference to the program. Once the position is approved, the College would move forward with the program. The Board is in support of the program, but we need to have a budget the corresponds with the two year program. Timeline, when director is hired, adjunct faculty, sustainability of the program. We would like to make sure that everyone has the same understanding. Expect that the sustainability will be in place prior to 9/30/17. The Board is requesting that the three budget years are broken down by which activity will take place each year. Discussion held. The initiative was to get P2P on board, once the director is hired, we are expecting that the director will do additional fundraising to have the program self-sustaining. Dr. Davis informed the Board that the College will be searching for additional funding once the director is hired.</p>	<p>requested. JoAnne DeCoteau made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p><b>Kellie Hall is requesting a motion to approve the Native Leadership Program Director position description. Chairman Poitra asked for a motion to approve the job description with recommended changes. Glenn Longie made this motion, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b></p>
<p><b>E. Grant funding breakdown</b></p>	<p>Les LaFountain and Rhonda Gustafson exited at 6:01 p.m.</p> <p>Please see Appendix C. Dr. Davis provided the Board with a list of the grants from 7/1/13 to 6/30/15.</p> <p>Dr. Davis informed the Board that we will be applying for an additional grant to address the Native American Farmers and Ranchers, as a result of the USDA vs. Keepseagle law settlement, and also to generate courses in the Leadership Study added. Discussion held.</p>	<p><b>The Board is requesting a current year budget breakdown of Federal Programs along with a short summary of what the grant is designed for. Included in this report, the Board would like to know the total number of staff employed in each program. This should be reported quarterly.</b></p>

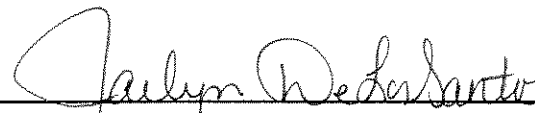
	<p>The annual audit was completed last week. Dr. Davis will have a meeting with Tracy to determine what items to have on the list.</p>	
<p><b>VII. New Business</b></p>		
<p><b>1. Presidents Report presented by Dr. Jim Davis</b> <b>a. Monthly Report</b></p>	<p>Please see Appendix D. Dr. Davis provided his monthly report to the Board. Dr. Davis went to Anchorage Alaska for meetings. We are going to push for \$8000 FTE per student. Discussion held in reference to the ND Legislative session. We are expecting an increase of funding for our students.</p> <p>House project: Chairman Poitra is inquiring about the house being sold. Dr. Davis informed the Board that the house is sold, and the buyer is waiting for the paperwork to be signed. The Science Lab Project is completed, but we are waiting on the final walk through. The concrete project is completed, and the heat pumps are completed. The carpet project was completed, but we are waiting on the ruined carpet to be replaced.</p>	
<p><b>2. Vice Presidents Report presented by Kellie Hall</b> <b>b. Monthly Report</b></p>	<p>Kellie Hall presented her monthly report. Please see Appendix E.</p> <p>The tribal forum was held at the College and put on by some of our students and faculty. The forum seemed to go very well.</p> <p>The IT department is looking into a different Learning Management System due to some faculty concerns. Staff from the College will be going to the local schools for recruitment during different activities.</p>	

	<p>Kellie reported that she had attended a research conference in Grand Forks last week, and we had students from our area receiving awards at the conference.</p> <p>Please see Appendix F. Kellie Hall presented the enrollment data. The trend of enrollment has gradually gone down. The reasons enrollment may be down could be from the following: Pell grant awards decreased, work opportunities, changes in tuition billing, and a majority of the male students are looking for the vocational programs.</p> <p>The Board inquired about the "Student Services, Dean of Students position". They are inquiring when the position is going to be advertised and filled. Kellie reported that there are down times and busy times, and we are still looking at the job description. This a critical position for tracking trends of enrollment and recruitment. We are looking at the data position collecting all of the data and compiling it.</p> <p>Cole Frederick suggested that we get an automotive program. There are a number of diesel mechanics positions advertised.</p>	
<p><b>3. Comptrollers Report by Tracy Azure</b>  <b>c. PO's</b>  <b>d. Report</b></p>	<p>There aren't any PO's to be presented.</p> <p>The annual audit was performed last week, and we are expecting a good report. They did not audit financial aid this year, due to being low risk. The audit went very smooth.</p>	

<p><b>4. Student Senate</b> <b>e. Report</b></p>	<p>Student Senate had the Halloween Carnival, with a good turn out, along with a dance for 13-20 year olds. We made \$2200 for the weekend of activities. Chairman Poitra suggested having a confidence course activity as a fundraiser also.</p> <p>Students inquired about repairing the broken materials on the confidence course track. Dr. Davis informed them that Mark Hamley would be the one to work on this.</p>	
<p><b>VIII. Other Business</b></p>	<p>None.</p>	
<p><b>XI. Next Meeting</b></p>	<p>Regular Board Meeting; November 24, 2014 at 5:00 p.m.; TMCC Board Room.</p>	
<p><b>XII. Adjournment</b></p>	<p>Meeting adjourned at 7:16 p.m.</p>	<p><b>Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b></p>



**Duane Poitra, Board of Directors Chairman**



**Jaclyn De Los Santos, Board of Directors Recording Secretary**