

OFFICIAL MEETING MINUTES

MINUTES:	TMCC SPECIAL BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	05/18/2015 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, JoAnne DeCoteau, Dr. Lana DeCoteau, Glenn Longie, Carla Peltier.
Board of Directors Absent:	None.
Board of Trustees Present:	Yvonne St. Claire, Patrick Marcellais, Cole Frederick.
Staff Present:	Dr. Jim Davis, Wanda Laducer, Kellie Hall, Tracy Azure, Holly Cahill, Sheila Trottier, Rhonda Gustafson.
Guests:	None.
Officiating Recorder:	Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairman Poitra called the meeting to order at 5:13 p.m.	
II. Opening Prayer	Performed by Patrick Marcellais.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of <u>Agenda</u>		Chairman Poitra asked for a motion to approve the agenda. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
V. Old Business		
a. Faculty Policies	Sheila Trottier informed the Board that they had previously met with Faculty chairs, and are making the request to remove the Faculty Policies from the Policy Manual, and create a Faculty Handbook.	Sheila Trottier is recommending to work with faculty chairs to remove the faculty handbook from the Policy Manual. Once the draft is complete, this will be brought to the Board for approval.

	<p>Sheila Trottier and Rhonda Gustafson exited at 5:22 p.m.</p>	<p>Chairman Poitra requested a motion to table Faculty Policies. 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>
<p>b. Personnel Policies</p>	<p>Please see Appendices A and B. The appendices provide an update on all recommended changes to the Personnel Policies. Kellie Hall provided a background on the Policy changes which have been recommended.</p> <p>Chairman Poitra inquired about differentiating staff from faculty. The hiring process includes faculty. In the Personnel Policy it should state what is applicable to faculty versus what is applicable to staff.</p> <p>The Board is requesting to review the comments made by the TMCC staff and faculty, then have one final comprehensive review. The Directors would like to have a retreat and go through the policy manual in detail.</p> <p>The Board would like to see TMCC incorporating advertisements all open positions at the College, regardless of it is for full-time and part-time staff, along with the full-time and part-time faculty. Full-time and part-time faculty should be included in the advertising/hiring process. There should be authority to the President for temporary hires, and inform the Board of the hires. Discussion held in reference to the adjunct faculty hiring process. The President currently does not sign off on adjunct faculty. Dr. Davis should be</p>	<p>Kellie Hall is recommending posting the policies for 30 day comment period.</p>

signing off on adjunct faculty contracts and temporary/short term hires. Additional discussion held. Specify that the work study, call-ins, and substitutes are exempt to the part-time employee policy. Adjunct faculty should go through the entire hiring policy as any other part-time employee would. We need to make the process "equal opportunity".

Carla Peltier entered at 5:44 p.m.

Short term temporary contracts should not exceed the 120 days. Chairman Poitra inquired about going back and adding a statement in reference to hiring for part-time faculty (adjunct). Kellie Hall informed the Board that she would like to involve Sheila Trottier and Rhonda Gustafson in the process of creating a policy.

Carla Peltier is requesting that all hires go back to the Board. This includes: staff, faculty, adjunct faculty, part-time, and temporary hires. The Board would like to concur with the hires. Dr. Lana DeCoteau stated that her recommendation is that a contract be offered to the employee, but the hire will need to be brought to the Board prior to beginning work. Dr. Davis informed the Board that he believes in our current hiring process. Discussion held. Dr. Lana DeCoteau is looking to be informed, rather than concurring with hires. The Board is looking for more transparency. All advertisements, positions, and hires should be presented to the Board. Dr. Davis suggested that if individuals contact Board members on issues, that they be redirected to the TMCC Administration. Chairman Poitra informed

Administration that he had been contacted by individuals in reference to the hiring and the hiring process. Additional discussion held. The Board would like to be informed of the position which was advertised for, who applied, and who is recommended. Also, they would like to have a policy implemented for the adjunct faculty hires. The document would be provided only to the Board of Directors. Dr. Davis asked if the Board is looking to concur on new hires, or if they would like to be provided information. Discussion held. The Board will meet and have a discussion in reference to what format they would like to have.

The ability for emergency hires is striked out due to having the same wording under temporary hires. The hiring of temporary/emergency hires should be approved by the President. Discussion held. It should state in policy that emergency hires are "never" to exceed 120 days. Discussion held.

Insurance and optional benefits is striked out. Every January when changes are made to the benefits, we would need to change the policy. We will have links available on the website for the benefits. We could include a statement in policy that the benefits are available and where to find the information. The policy should reflect the amounts paid by the College versus what portion is paid by the employee. Possibly not eliminating the policy, but have some type of description. Discussion held. It should state in policy that there is some type of report. Keep the Board informed of insurance coverage changes.

	The Board would like to have an additional meeting to go through the Personnel Policies. This will be done at a retreat, which will be scheduled at the next meeting.	
V. Other Business	None.	
VI. Next Meeting	<ul style="list-style-type: none"> Regular Board Meeting; May 21, 2015 at 3:30 p.m.; TMCC Board Room 	
VII. Adjournment	Meeting adjourned at 6:40 p.m.	Chairman Poitra requested a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.



Duane Poitra, Board of Directors Chairman



Jaclyn De Los Santos, Board of Directors Recording Secretary