

OFFICIAL MEETING MINUTES

MINUTES:	TMCC QUARTERLY BOARD OF DIRECTORS MEETING
Meeting:	Board of Directors, Board of Trustees, Administration
Date/Time/Location:	6/17/15 – 5:00 p.m. – TMCC Board Room
Board of Directors Present:	Duane Poitra, Carla Peltier, JoAnne DeCoteau, Dr. Lana DeCoteau.
Board of Directors Absent:	Glenn Longie.
Board of Trustees Present:	Cole Frederick, Yvonne St. Claire.
Staff Present:	Dr. Jim Davis, Wanda Laducer, Tracy Azure, Kellie Hall, Wes Davis, Chad Davis, Travis Azure, Rhonda Gustafson, Les LaFountain.
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 5:17 p.m.	
II. Opening Prayer	Performed by Dr. Jim Davis.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of <u>Agenda</u>		Chairman Poitra requested a motion to approve the agenda. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Request to add Hiring Policy Process Discussion, and E-Governance Software. Move up Infrastructure Project, Master Plan for Facilities and E-Governance Software. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.
V. Approval of Minutes <ul style="list-style-type: none"> ● <u>5/1/15</u> ● <u>5/18/15</u> ● <u>6/8/15</u> 		Chairman Poitra requested a motion to approve the May 1, 2015 minutes. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau.

		<p>Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p>Chairman Poitra requested a motion to approve the May 18, 2015 minutes. Carla Peltier made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p>Chairman Poitra requested a motion to approve the June 8, 2015 minutes. Dr. Lana DeCoteau made this motion, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>VII. Old Business</p>		
<p>A. Bachelor Degree Programs by Rhonda Gustafson</p>	<p>Rhonda Gustafson reported that she is going to provide the status of the information that she currently has. To stick with our strategic plan, we are researching the options for Bachelor's and Master's Degree Programs. We are recommending a Business Program, and we have done a lot of research through other institutions. This is one of the top degrees earned through other institutions. Looking to develop a Master's Degree program for Elementary Education. We are looking at other institutions to determine what they offer if students are unable to pass their praxis. Typically they offer a general studies degree and are able to move further to get their Master's degree. We are looking at</p>	<p>Rhonda Gustafson will publicize the new programs and set timelines.</p> <p>Rhonda will report at the next quarterly meeting with updates on the Bachelor Degree Programs.</p>

the Native Leadership Program, which is a Bachelors Degree. The Native Leadership Program is currently a little behind on the timeline. We should have been working with HLC already at this point. We are about a semester behind with the program. We are looking to start aligning some of the students that are ready to move forward with their Bachelor's.

The General Studies degree may be ready by fall semester to begin submitting information to the HLC. Chairman Poitra recommended that Rhonda release some type of information on the website and publicly, so individuals are aware that other programs are arising, and to establish timelines to be sure that this is not drawn out too long. We need to determine how many people we would need to staff for the additional programs. We are researching the idea of offering concentrations in the Elementary Education Program. We need to re-establish our articulation agreements, transfer courses, and gold and silver. This is beginning tomorrow.

We are also looking at building credentials along the way for a bachelor's degree. If students have stackable credentials, and they decide to stop out, they will still have earned a degree. Discussion held. We will be offering two courses in the fall for a Public Health degree. The Natural Resources Program is beginning for in the fall. This would be a two year program here, then transfer to UND for the Bachelor's. This is another articulation program.

B. Distance Education

Dr. Davis informed the Board that Travis Azure and

Chairman Poitra requested a motion to

<p><u>Handbook</u></p>	<p>Chad Davis will be reporting on the Distance Education Handbook. Travis is the online coordinator and has been working with the handbook. He has worked with Minot State University and made some changes. Discussion held. The trend is increasing with online courses. TMCC has determined that almost half of our students do not have internet or computer access. Additional discussion held.</p>	<p>approve the Distance Education Handbook as presented. Carla Peltier made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p>
<p>C. E-Governance Software</p>	<p>Chairman Poitra has found that we have been utilizing the google drive for the past year. We are now interested in possibly getting canned software. The software holds each individual accountable. The software would increase the efficiency, due to having all items in one area. Discussion held. Chad is asking for a list of functions that the Board is looking for:</p> <ul style="list-style-type: none"> ● email from secretary, click one link, see agenda, see attachments, see past information provided. <p>Possibly have Chairman Poitra give a presentation on the current software that is used at the school.</p> <p>The Board reports that are being provided quarterly are not including their budgets. The budgets should be included monthly with the status of the grant.</p> <p>Chairman Poitra wanted to acknowledge that Mark Hamley did an excellent job with his report that was turned into the USDA.</p> <p>Chad Davis, Travis Azure, Les LaFountain excited at 5:03 p.m.</p>	<p>Chad Davis will present options for the E-Governance Software at the July meeting. Chairman Poitra asked that Chad look at the software that the school utilizes.</p> <p>Quarterly reports need to include the program budget.</p>
<p>C. <u>Draft FY16 ICCA Budget</u></p>	<p>Dr. Davis reported that since the last meeting on the</p>	<p>Chairman Poitra requested that Tracy</p>

budget, he had the chance to discuss our budget with a legislator. Dr. Davis was informed that there is a recommendation for a slight increase in funding to tribal colleges from the BIE level. We were informed that we should plan for the same funding that we received last year, and we will be notified later this month or in July.

We are currently at -\$379,738 on the working budget.

Chairman Poitra inquired about the possibility of salary increases. Dr. Davis informed the Board that we will need to wait on the funding sources to determine if we can afford an increase for staff/faculty this year. We are making budget cuts in departments. Chairman Poitra inquired about with the budget being tight, does administration have a master plan. Need to determine if staffing is the issue in the budget or if it's other factors. Discussion held.

Insurance expenses are high. Chairman Poitra inquired about the possibilities of soliciting additional quotes from other insurance companies. Our current insurance expires June 30th.

Audit expenses are at \$55,000. Seems expensive. Tracy Azure was asked to get quotes from additional auditors for FY15.

Maintenance Agreement expenses are high. The expenses include IT equipment and the maintenance of the buildings. Lengthy discussion held in reference to the budget.

Azure begin soliciting additional quotes from other insurance companies due to the high cost of our current insurance.

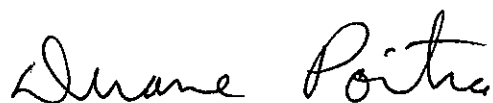
Tracy was asked to get quotes from additional auditors for FY15.

Draft FY16 ICCA Budget is to be presented at the July meeting under old business. Chairman Poitra would like administration to look into the suggestions with the budget.

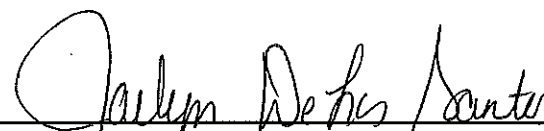
	<p>Dr. Davis informed the Board that we are still in need of the Student Services Director position.</p>	
<p>D. Infrastructure Projects</p>	<p>Please see Appendix A. Dr. Davis presented that we have had meetings with the Housing Authority in reference to the residential facility and the policies and procedures should be completed by July.</p> <p>Wes Davis presented the Comprehensive Facility Master Plan. The RFQ went out 2 weeks ago. And we have received two bids. Wes has contacted references from each organization and has a recommendation. Discussion held.</p> <p>RFQ went out for the Allied Health Project and closes on Friday. The bid opening will be on June 22nd.</p> <p>Cold storage project currently has the materials out for bid and the labor will be out for bid next week. We would like to have this completed prior to winter.</p> <p>Chairman Poitra requested a timeline. Allied Health timeline will be 60 days from date of approval, along with all of the projects. Expectations to have all projects completed by September.</p> <p>Wes informed the Board that we are having a security issue at Anishinabe. We applied for a grant through the USDA to assist in the cost for cameras. We also have an issue with our sky lighting in the medicine wheel area, which we will be repairing.</p>	<p>Wes Davis is requesting approval of the Bid from Bartlett and West in the amount of \$85,000 paid Title III for the Allied Health Project. Dr. Davis concurs with the recommendation. Chairman Poitra requested a motion to approve the \$85,000 and allow for negotiation. Dr. Lana DeCoteau made this motion, seconded by Carla Peltier. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</p> <p>Wes will present Infrastructure Projects at the next meeting.</p> <p>We will need to request a Special Board of Directors meeting to approve the A&E firm.</p>
<p>F. Hiring Policy Process</p>	<p>Carla Peltier informed administration that the Board</p>	

<p>Discussion</p>	<p>was looking for a more transparent hiring process. We wanted to include in the hiring process that the Board be notified of all hiring for concurrence. The Board will provide concurrence for all hires. Dr. Davis inquired about hiring the individuals. The Board has to concur with all hires prior to individuals being hired. New positions are brought to the Board for approval. The Board inquired about new courses being offered.</p> <p>Adjunct faculty has not been brought through the hiring process. Kellie Hall is requesting that administration be allowed to do research on the other institutions practices for hiring faculty or adjunct faculty. Discussion held.</p> <p>The hiring procedures did not have the changes that were previously made to the policy.</p> <p>Please See Appendix B.</p>	
<p>VIII. New Business</p>		
<p>1. Student Senate a. Report</p>	<p>Run turned out pretty good. Got about 40 people to run.</p> <p>Possibly have another one at Anishinabe during Turtle Mountain Days. The confidence course is in pretty good shape, but we could use a couple more on the obstacle course.</p>	
<p>2. President's Report presented by Dr. Jim Davis b. Monthly Report</p>	<p>Dr. Davis informed the Board that we had a good turnout at the Golf Tournament. They had good prize's, good food, and the committee worked hard. TMCC is getting food recognition for the tournament.</p>	

	The Board inquired about the house being sold. We do have an individual that will be buying the house outside. They have signed the paperwork, but we are trying to coordinate the moving of the houses.	
3. Vice President's Report presented by Kellie Hall d. Monthly Report	Kellie had no additions to her monthly report. The Board would like recommendations from administration prior to the retreat.	Approval of the A&E firm, TMCC Catalog, and TMCC Student Handbook will be done at a special meeting.
4. Comptroller's Report by Tracy Azure e. PO's f. Report	Bartlett & West in the amount of \$85,000 paid from Title III. The PR was approved with prior motion. No additional updates.	
VIII. Other Business	retreat August 2-4	
XI. Next Meeting	Regular Board Meeting; July 27, 2015 at 5:00 p.m.; TMCC Board Room	
XII. Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 7:25 p.m. 	Chairman Poitra asked for a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by Carla Peltier. 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