

## 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>6/8/15 – 5:00 p.m. – TMCC Board Room</b>
<b>Board of Directors Present:</b>	Duane Poitra, Glenn Longie, JoAnne DeCoteau, Dr. Lana DeCoteau.
<b>Board of Directors Absent:</b>	Carla Peltier.
<b>Board of Trustees Present:</b>	Dwight Trottier
<b>Staff Present:</b>	Dr. Jim Davis, Wanda Laducer, Tracy Azure, Kellie Hall,
<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 5:06 p.m.	
<b>II. Opening Prayer</b>	Performed by Glenn Longie.	
<b>III. Roll Call</b>	Performed by Jaclyn De Los Santos.	
<b>IV. Approval of <u>Agenda</u></b>		<b>Chairman Poitra requested a motion to approve the agenda. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Discussion held. Requested to add Board Retreat, under Other Business. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>V. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• <u>5/1/15</u></li> </ul>		<b>Chairman Poitra requested a motion to table the May 1, 2015 minutes. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>
<b>VII. Old Business</b>		

**A. Cafeteria  
Cafe Projections  
Attachment 2**

Tracy Azure is proposing one manager/cook and 2 part time cooks. The manager/cook position would need to be an advertised position. Discussion held in reference to having a manager position. The cafeteria discussion has been ongoing for two years. We need to be sure that the person as the "head cook" can maintain the spreadsheeting. Prior discussion was held on having someone else supervising the cafeteria. The Board feels that the cafeteria should maintain one full-time cook, one part-time cook, and call-in cooks. Tracy Azure has been trying to incorporate the suggestions provided by the Board. Chairman Poitra is making the recommendation to have someone else supervise the cafeteria. Dr. Davis stated that the cafeteria has always been under the Business Office, due to the money handling. Dr. Davis does not know who would oversee the cafeteria at this point, but will look into the possibilities.

Dr. Davis will take over the cafeteria full time, temporary, until he can , or an individual within the College that would have the cafeteria experience to oversee it. Dr. Davis will get a contact with a consultant to research the possibilities of contracting a consultant to oversee the cafeteria. Dr. Davis would like to meet with other staff to determine a recommendation on how the cafeteria should move forward. Also, Dr. Davis would like to meet with Chairman Poitra prior to the suggestions being brought to the Board, and have concurrence from the other Board members. Chairman Poitra would like a budget provided on a monthly basis. Dr. Davis will work with an internal group.

**Dr. Davis will temporarily take over the supervision of the cafeteria, effective immediately.**

**Chairman Poitra requested a motion to table the Cafeteria. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Dr. Davis may need longer than two weeks to get all of the information compiled. If he does not have a strong recommendation, he will provide an update at the meeting at the least. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.**

**B. Arrowhead Printing Recommendations**

The salary paid to the individual in the bookstore is paid from the College, rather than Arrowhead Printing. TMCC is subsidizing the salary for the bookstore individual due to the Bookstore disbursing books, maintaining textbook records, and textbook ordering. The revenue from the bookstore is Arrowhead Printings revenue. Chairman Poitra suggested moving the printshop out to the College. Arrowheads location is convenient for the community.

Administration has been working with Lowes printing and they are willing to work with us on the bidding process, pricing, and processing. We are working on getting quotes for new equipment that can bring them to become more competitive. This will free up time and provide better services.

Chairman Poitra inquired about a manager position. We are requesting Lowes assistance with training a manager. We currently employ two full-time staff, and one part-time. If the plan works with Lowes, we would hire one working manager, two full-time staff and one part-time staff. Discussion held.

Chairman Poitra is concerned about the supervision of Arrowhead Printing, along with the cost of the equipment that Tracy had received quotes on. The current quotes came to \$105,000 for three new pieces of equipment. Dr. Davis informed the Board that we have applied for a grant from the USDA, which would be able to assist with the cost of the equipment. Tracy Azure was asked if a projected cash flow was

Chairman Poitra requested a motion to table Arrowhead Printing until the next regular meeting. Glenn Longie made this motion, seconded by Dr. Lana DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.

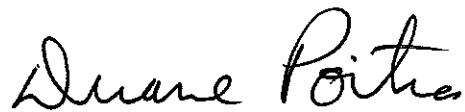
	<p>completed for a two year time frame. At this time one has not been completed, but one will be provided to the Board at the next regular meeting</p>	
<p><b>C. Draft Title III 5 Year Budget Proposal</b></p>	<p>Dr. Davis informed the Board that the budget will not be finalized until late August or early September.</p>	<p><b>Chairman Poitra requested a motion to table the Draft Title III 5 year budget until more definite numbers can be provided, possibly in August. 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></p>
<p><b>D. <u>Draft FY16 ICCA Budget</u></b></p>	<p>The current working budget is \$-664,000. Administration has not finished looking through the budget to get a balanced budget. The Budget committee has a lot of work to do to get the budget balanced. We do not know what we are going to get from ICCA for the student count. The Director of Student Services is a needed position, but considering the budget is in the red, we need to determine if we have the funding.</p> <p>We are still waiting on the Title III budget to be approved, which will provide us better information on where we stand with our budget. We have applied for additional grants that can pick up some of the costs that are currently paid from the ICCA Budget, and we are still working to cut budgets from individual departments. Beginning July 1, we are hoping to be informed what dollar amount we will receive per FTE.</p> <p>Chairman Poitra inquired about what happens in the two months that we are waiting for the approval of the</p>	<p><b>The Draft Budget is to be presented at the next regular meeting.</b></p>

	<p>grants. Dr. Davis informed the Board that we did not have approval of the budget last year until about the same time. Chairman Poitra would like a carefully worked motion or recommendation stating that administration is taking responsibility for any type of deficit spending, if Administration is looking for approval of the budget as it stands. When providing the recommendation, Chairman Poitra would like a clear explanation as to where the deficit spending would come from, but to summarize and articulate the recommendations and options. Discussion held.</p> <p>Dr. Davis informed the Board that he is going to have staff get out more to recruit students and provide the community with what we have to offer. Glenn Longie would like for our students to assist in recruiting. Discussion held.</p> <p>Dr. Lana DeCoteau would like the documentation for the meetings in advance, rather than five minutes before the meeting, so they can have time to review what is being provided.</p>	
<p><b>F. Director of Student Services Position Description</b></p>	<p>Kellie Hall is recommending approval of advertising the Director of Student Services position. This is a very crucial position for recruitment, retention, supervision, and student enrollment. The Director position is a savings to the budget, rather than advertising for the Dean. The gap in leadership has the department running at about 60%. The department is doing everything that they are able to do with the bodies in there.</p>	<p><b>Chairman Poitra asked for a motion to table the Director of Student Services Position Description until there is a clear view of the budget. 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></p>

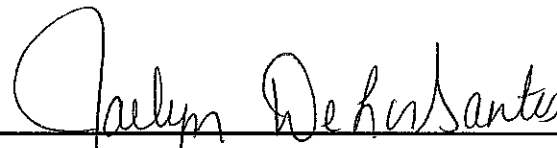
	The Dean position is still available. Discussion held in reference to the need	
<b>VIII. New Business</b>		
<b>1. Board of Directors Secretary Advertisement</b>	Send the advertisement to the Board members.	<b>Jaclyn De Los Santos will send the previous Board Secretary Advertisement to the Board of Directors.</b>
<b>2. President's Report presented by Dr. Jim Davis</b> <b>a. Monthly Report</b>	<p>Dr. Davis provided his report in the packet. Dr. Davis would like to provide an update on his report. The Tribal College Board Training will be held in San Diego in the middle of October. Dr. Davis will provide more information as it is received.</p> <p>The Board inquired about the number of GED Students we had graduate. Dr. Davis stated that at this time we do not have a confirmed number. Testing is still being completed. We are working to draft a letter in reference to the testing.</p> <p>Administratively we need to collaborate with the K-12 schools to see what can be done and what is being done. The Board would like to be kept updated on the GED Program.</p>	<b>Dr. Davis provide update on GED Graduates.</b>
<b>3. Vice President's Report presented by Kellie Hall</b> <b>b. Monthly Report</b>	<p>Kellie Hall reported that we had previously discussed having the additional summer sessions for CDL and Welding. HLC and Title IV funding has approved the additional sessions.</p> <p>Kellie Hall asked that we add the Distance Education Handbook to the next agenda for approval. This is shared on the drive.</p>	<b>Kellie Hall is requesting approval of the additional summer sessions running from June 1st to June 30th, and July 1st to August 6th. The additional summer sessions are for the CDL Program and the Welding Program. Chairman Poitra asked for a motion to approve the additional summer sessions as requested by Kellie Hall.</b>

	<p>Policy Review will be held at the retreat, which will be scheduled tonight. Discussion held in reference to the transparency of the hiring process.</p>	<p><b>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></p> <p><b>Kellie Hall requested to add the Distance Education Handbook to the next agenda for approval</b></p>
<p><b>4. Comptroller's Report by Tracy Azure</b></p> <p><b>c. <u>Federal Schedule</u></b>  <b>d. PO's</b>  <b>e. Report</b></p>	<p>Tracy Azure informed the Board that the Federal schedule was provided on the drive.</p> <p>No PO's</p> <p>The Board requested that when the travel is over \$10,000 a month to break down the departments.</p>	<p><b>Federal Schedule should be provided annually.</b></p> <p><b>The Board has requested to be informed of any travel that is over \$10,000 a month to be broken down by departments and provide the Board with information in reference to the high cost of travel.</b></p>
<p><b>5. Student Senate</b></p> <p><b>f. Confidence</b>  <b>Course/Walk/Run</b>  <b>Fundraiser Ideas</b></p> <p><b>g. CJ Hawk Memorial</b>  <b>Fundraiser Ideas</b></p> <p><b>h. Report</b></p>	<p>Student Senate not available for the meeting.</p>	<p><b>Remove items from the agenda.</b></p>
<p><b>VIII. Other Business</b></p> <p><b>a. Retreat</b></p>	<p>The Board of Directors would like to schedule a retreat to review personnel policy. The retreat will be held August 7-8 at Prairie Knights. The meeting on August 7th will be scheduled in the afternoon, and the morning of 8th beginning at 9 a.m. This will include the TMCC Board of Directors, the Board of Directors Secretary, and the Board of Trustees.</p>	
<p><b>XI. Next Meeting</b></p>	<p><b>Quarterly Board Meeting; June 17, 2015 at 5:00</b></p>	

	<b>p.m.; TMCC Board Room</b>	
<b>XII. Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 6:49 p.m.</li> </ul>	<b>Chairman Poitra asked for a motion to adjourn. Dr. Lana DeCoteau made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call vote. All were in favor. Motion carried.</b>



**Duane Poitra, Board of Directors Chairman**



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