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**Turtle Mountain Community College
NCA Resource & Planning Committee
February 16, 2012
2:00 p.m.**

OFFICIAL MINUTES

Committee Members Present: Tracy Azure, Chad Davis, Jaclyn De Los Santos, Wes Davis, Kerri Martell, Kristie Dionne, Bernice Davis, Audrey LaVallie, Barbara Houle, Barbie Poitra.

Committee Members Absent: Larretta Hall, Mark Hamley, ReNae BearKing, JoAnne Blue, Keith Azure, Ron Parisien, Erik Kuha, Valerie LaRocque, Karen Poitra, Richard DeCoteau, Harold Counts, Duane Poitra, Dwight Trotter, Theresa Rivard.

I. Business:

- The committee reviewed the combined outlines from each subcommittee (please see appendix A) and made adjustments based on the recommended changes from the committee members (please see appendix B). It was agreed that the outline is completed at this point and if any changes need to be made in the future, the committee will discuss that option.
- The committee chairs have separated each section and subsection into individual assignments. Jaclyn De Los Santos will email the committee members their assignment areas. Please see Appendix C.
- The committee members need to obtain the materials which prove what has been done at TMCC for the NCA document. When materials are obtained, they need to be provided to Jaclyn De Los Santos so she may catalog the documents.

II. Next Meeting:

- NCA Committee Meeting: March 9, 2012 at 9:00 a.m. in the TMCC Board Room
- NCA Committee Meeting: April 20, 2012 at 9:00 a.m.; TBA

III. Adjournment: Meeting adjourned at 2:55 p.m.

Chad Davis, Committee Chair

Tracy Azure, Committee Chair

Jaclyn De Los Santos, Administrative Asst.