



Turtle Mountain Community College

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Turtle Mountain Band
Of
Chippewa Indians
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Charter Member
American Indian
Higher Education
Consortium

Meeting Agenda Shooting Star Hotel in Mahnomon, MN December 7, 2013 8:00 a.m.

Type of Meeting: Quarterly Board of Directors Meeting
Meeting Facilitator: Chairman Poitra
Invitees: Board of Directors, Board of Trustees, Administration

- I. **Breakout session 8 a.m. – 9 a.m.**
- II. **Call to order**
- III. **Opening Prayer**
- IV. **Roll call**
- V. **Approval of Agenda**
- VI. **Old Business**
 - a. Timeline on Residential Housing Facility

- VII. **New business**
 1. **Auditors Report presented by Joseph Eve**
 2. **Comptrollers Report by Tracy Azure**
 - b. PO's
 - c. Report
 3. **Student Senate**
 - d. Report
 4. **Presidents Report presented by Dr. Jim Davis**
 - e. Monthly Report
 5. **Vice Presidents Report presented by Kellie Hall**
 - f. Monthly Report

- VIII. **Other Business**

- IX. **Next Meeting:**

- Regular Board Meeting; January 27, 2014 at 5:00 p.m.; TMCC Board Room

- X. **Adjournment**

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OFFICIAL MEETING MINUTES

MINUTES:

Meeting:

Date/Time/Location:

Board of Directors Present:

Board of Directors Absent:

Board of Trustees Present:

Staff Present:

Guests:

Officiating Recorder:

TMCC QUARTERLY BOARD OF DIRECTORS MEETING

Board of Directors, Board of Trustees, Administration

12/7/2013 – 8:00 a.m. –Shooting Star Hotel in Mahnomon, MN

JoAnne DeCoteau, Dr. Leigh Jeanotte, Duane Poitra, Glenn Longie, Carla Peltier.

None.

Yvonne St. Claire, Dwight Trottier, Theresa Davis, Zelma Peltier, James Lindgren, Elmer Davis, Jr.

Dr. Jim Davis, Kellie Hall, Tracy Azure, Wanda Laducer.

Todd Timboe.

Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Breakout session 8 a.m. – 9 a.m.	The Board of Directors had an informal meeting in a separate room for discussion.	
II. Call to Order	Chairman Poitra called the meeting to order at 9:26 a.m.	
III. Opening Prayer	Performed by Zelma Peltier.	
IV. Roll Call	Performed by Jaclyn De Los Santos.	
V. Approval of Agenda		Chairman Poitra asked for a motion to approve the agenda. Glenn Longie made this motion, seconded by Carla Peltier. Discussion held. A request was made to add 6. Board of Directors Report under New Business. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
VI. Old Business		
A. Timeline on Residential Housing Facility	Dr. Davis received an email from Adam Rose, a consultant to the Housing Authority. Please see Appendices C, D, and E. Dr. Davis is recommending moving forward with the project and the timeline. Dr. Davis presented the timeline, along with the desired location. Dr. Davis is going to work with the TMHA to get the MOU completed.	Chairman Poitra asked for a motion for Dr. Davis to have authority to approve, on behalf of the College, the Rules and Regulations in reference to the Residential Housing Facility Project and the proposed timeline. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los

<p>VII. New Business</p> <p>1. Auditors Report</p>	<p>Todd Timboe, from Joseph Eve Audit Firm, is presenting the audit to the TMCC Board of Directors. Please see Appendices A and B. The audit went very well and reported that TMCC runs a top of the notch institution. The information which is presented to the Board on a monthly basis is very accurate information. TMCC has now had to change to a GASB format of reporting for the financial statement, which is a lot more informational than the FASB reporting. The College is considered a "low risk auditee".</p> <p>The Board of Directors could review a breakdown in August of cash equivalence, which would be the same information presented for the annual audit. Discussion held. Due to the Boards fiduciary responsibilities, they would monitor the ICCA and Indirect budgets, due to the substantial meaning of the two accounts.</p> <p>Duane inquired about the net operating loss for Arrowhead Printing. Administration is hoping to have changes due to sales being up with new clothing line and new logo. Are there any changes that can be made with Arrowhead to break even rather than deficit spending? Discussion held.</p> <p>Student activity fees are revenue generated from tuition. This money is not designated only for the students and can be transferred as needed.</p> <p>TMCC received a clean audit with no findings. Previous years finding was corrected in reference to Financial Aid.</p> <p>During that audit we found a couple items we would like to discuss. The Foundation being its own entity beginning this year, a Board of Directors needs to be designated. The TMCC Board of Directors will need to initially assign the</p>	<p>Santos performed roll call. All were in favor. Motion carried.</p>
	<p>The Foundation Board will be brought back to the January or February meeting.</p> <p>401K Trustees will be on the January Agenda.</p> <p>Chairman Poitra asked for a motion to approve the FY13 TMCC annual audit. Dr. Leigh Jeanotte made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>	

	<p>Board members for the Foundation. The funds should be kept separate from the College's funding. The funds are already separated for the Foundation in a separate account.</p> <p>401K only has Tracy Azure as a trustee for the plan. There should be an additional person listed, at least have two individuals on the plan.</p> <p>Board minutes and policies are reviewed for the audit. The Board needs to be sure that there is no Conflict of Interest. When the Board is taking action on an item that directly relates to a staff member and they are related to family members, they need to recuse themselves.</p>
<p>2. Comptrollers Report b. PO's c. Report</p>	<p>Tracy Azure presented a PO to Century Air Systems for the exhaust system. The funding is from the State Training funding, and will be installed in the Welding Building. The current ventilation system does not meet the standards. \$73,747.10.</p> <p>No further information</p> <p>Chairman Poitra asked for a motion to approve the PO to Century Air Systems in the amount of \$73,747.10. Discussion held. JoAnne DeCoteau made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>3. Student Senate Report d. Report</p>	<p>Student Senate members were not available for this meeting.</p>
<p>4. Presidents Report presented by Dr. Jim Davis e. Monthly Report</p>	<p>Dr. Davis summarized his quarterly report. Please see Appendix F.</p>
<p>5. Vice Presidents Report presented by Kellie Hall f. Monthly Report</p>	<p>Kellie Hall presented her information in previous sections. A discussion was held in reference to policy approval. Kellie is requesting a special board meeting at the end of December to approve policies which are currently out for the 30 day comment period.</p> <p>A Special Board of Directors meeting is scheduled on December 30th at 12:00 p.m. to review comments on policy out for 30 day comment period.</p>
<p>6. Board of Directors Report</p>	<p>The Board of Directors would like on an annual basis to come up with a memo of plans for operation/goals for the College. Due to the possibility of changes in the next couple of years, we will have intent, set goals, be on top of issues,</p>

	<p>and avoid a reduction in student services and staff. We see a number of staff coming on board, but we are concerned about the budget crunch. We need to combine some positions and save on the budget. The Board is asking that Administration create the plan. A goal of the Board is to reduce the items on the agenda by allowing administration to handle necessary issues. The expectation of the Board is that Dr. Davis will provide a comprehensive report. The Board would like to be efficient and well informed.</p> <p>The Board would like to clarify that they would like to take care of business at the meetings, and not have issues drag on, along with not having extra lengthy discussions when not necessary. The Board of Directors is also going to come up with an electronic tabulated Board Evaluation Tool where they can evaluate themselves as a Board.</p>	
VIII. Other Business	Discussion held. None.	
IX. Next Meeting	Regular Board Meeting; January 27, 2014 at 5:00 p.m.; TMCC Board Room	
X. Adjournment	Meeting adjourned at 11:43 a.m.	Chairman Poitra asked for a motion to adjourn. Glenn Longie made this motion, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.

Duane Poitra

Duane Poitra, Board of Directors Chairman

Jaclyn De Los Santos

Jaclyn De Los Santos, Board of Directors Recording Secretary