

OFFICIAL MEETING MINUTES

MINUTES:

Meeting:

TMCC QUARTERLY BOARD OF DIRECTORS MEETING

Board of Directors, Board of Trustees, Administration

Date/Time/Location:

12/08/2012 – 9:00 a.m. – Lakeview Inn & Suites, Grand Forks, ND

Board of Directors Present:

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

Board of Directors Absent:

None.

Board of Trustees Present:

Dwight Trottier, James Lindgren, Zelma Peltier, Elmer Davis Jr., John Frederick, Jordan Chase, Yvonne St. Claire, Theresa Rivard.

Staff Present:

Dr. Jim Davis, Kellie Hall, Tracy Azure, Anita Frederick, Chad Davis, Holly Cahill, Sheila Trottier, Rhonda Gustafson, Mica Belgarde, Wanda Laducer.

Guests:

Justin Burchill, Chris Wieppert.

Officiating Recorder:

Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairperson Peltier called the meeting to order at 9:01 a.m.	
II. Opening Prayer	Performed by Zelma Peltier.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of Agenda		Chairperson Peltier asked for a motion to approve the agenda. Glenn Longie made this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
V. Approval of Minutes		Chairperson Peltier asked for a motion to approve the November 29, 2012 minutes with recommended changes. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
VI. Audit	Chris Weippert and Justin Burchill presented the audit. Please see Appendices A and B. Chris explained the Audited Financial Statements into detail (Appendix B). Chris reported that TMCC is in compliance with all regulations in	Duane Poitra requested that Tracy Azure present Financial Statements in reference to the budget at the next meeting. He would like to see the

	<p>reference to the Financial Statements, and there were no deficiencies in internal controls. Section III Federal award Findings and Questioned Costs had a possible finding within the Financial Aid Department, the auditors are going to review further documentation to determine if the finding needs to be included as a finding or as an auditor notation. Wanda Laducer explained the details of the finding.</p> <p>John Frederick entered at 9:24 a.m.</p> <p>Chris presented Appendix A. Reviewing the Management Report showed there were no additional findings and the overall audit was very good. Discussion held.</p>	<p>complete budget including grant dollars with reconciled cash balance of \$7.6 million and the unrestricted balance.</p>
<p>VII. Old Business</p> <p>a. Policies</p>	<p>Holly Cahill reported that a committee of five people have been working on the policies. Please see Appendices C and D. Discussion held in reference to personnel files being public information. The Board would like time to review the recommended policy changes due to the number of changes. Proposed changes are highlighted and have strike throughs.</p> <p>Elmer Davis Jr. entered at 9:44 a.m.</p> <p>Tracy Azure presented Appendix E with the recommended changes and additions. The physical description of the College is listed in the Fiscal Policy, but should this be listed in an appendix.</p>	<p>Holly will research the open record file public information law.</p> <p>Policy will be reviewed at the January 2013 meeting.</p> <p>Dr. Davis is in concurrence with the recommendation from Tracy Azure to place the Physical Plant description into an appendix. Chairperson Peltier asked for a motion to approve the change in the Fiscal Policy to reflect the Physical Plant description as an appendix. Duane Poitra made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>

<p>b. Code of Ethics</p>	<p>Dr. Leigh Jeanotte reported that he attempted to draft a Code of Ethics and Conduct for the Board of Directors and the Board of Trustees. Please see Appendix F. Discussion held. Dr. Leigh Jeanotte is asking that both boards endorse the Code of Ethics and Conduct. Discussion held in reference to the Board of Directors and Board of Trustees both adopting the document. Theresa Rivard recommended that they go back to the previous policy to determine how it was written with the Board of Trustees being listed as the Governing Board. Also suggested, Theresa would not like conference calls to be used at future meetings. Discussion held. Dr. Davis reported that for the AIHEC Board of Directors, they also follow a Code of Ethics and Conduct document, and he can provide a copy to the Boards. Dr. Leigh Jeanotte stated that he feels that this will be beneficial to both the Board of Directors and the Board of Trustees. Duane Poitra suggested that the document should be in policy and feels that the Boards should possibly meet in Executive Session to discuss further.</p>	<p>Chairperson Peltier asked for a motion to approve the Code of Ethics and Conduct policy for the Board of Directors. The document can be entered directly into the Board of Directors By-laws and will be put out for a 30 day comment period. Glenn Longie made the motion, seconded by Duane Poitra. Jaclyn e Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>c. Acceptable Use Policy by Chad Davis</p>	<p>Please see Appendix G. Chad Davis reported that there were some minor changes made since the last meeting.</p>	<p>Chairperson Peltier asked for a motion to approve the Acceptable Use Policy. Duane Poitra made a motion to approve the Acceptable Use Policy as presented, seconded by JoAnne DeCoteau. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>d. Organizing for Success</p>	<p>Please see Appendix H. Dr. Davis presented that some documents were previously handed out in reference to Organizing for Success (OFS) and Appendix H provides further information. Dr. Davis reported that we are currently working in Phase I, and Phase II will begin only once Phase I is completed. The Board previously approved for us to be proactive with OFS. We need to make sure that we have a functional Organizational Chart as there are a large amount of benefits from OFS. Administratively the</p>	<p>Dr. Davis was asked to re-explore the options rather than bringing in an additional position.</p> <p>Chairperson Peltier would like Dr. Davis to provide information in reference to what this will do to the budget.</p>

organization needs to move forward with the suggestions in reference to positions and the budget. The Administration function was questioned at the previous meeting, and we are determining a way to address the issue from an Administrative standpoint. We do not intend on hiring additional staff, we would like to use people within the current staff/administrators. Further discussion held. Phase II will assist with us being sure that we are able to move forward in making the Organization thrive. Chairperson Peltier inquired about what would happen if the Board does not endorse the addition of the Administration function. Dr. Davis stated that we would continue functioning the way that we are currently. Discussion held. Chairperson Peltier inquired about the salary for the job description which is being proposed. Duane Poitra asked if there were other options rather than adding an additional position. Dr. Davis can present further options. Dr. Leigh Jeanotte feels that the organizational chart as presented would be beneficial to the College, and the functions make sense, but the Administration function should possibly be titled Financial Operations Administrator. Further discussion was held. Duane Poitra would like to know how things could work out if the position was filled or if it wasn't. Dr. Davis would like to have the chance to work with the plan that they have created to determine how it would work. Lengthy discussion held. We need to determine where we are with the budget prior to making another position available. Dr. Davis would like to administratively place someone in the position whether it is full-time or interim.

Meeting adjourned for a break at 11:13 a.m.
Meeting re-adjourned at 11: 50 a.m.

VIII. New Business

1. IT Department Report by Chad Davis

Please see Appendix J. We are working with In10sity to get the website completed. We have a committee together

Chad can provide the Board with further information in writing in

	<p>looking at the designs for the new logo. We are focusing on capturing the history while preparing for the future. We only have preliminary designs at this time. We had a deadline set for November, but it is taking longer due to the passion of having the perfect logo. In addition, we will need to determine colors. We want to be sure to take into consideration ideas from others, and it becomes a challenge. Student Senate has been included to an extent. Please see Appendix K. Anita presented her monthly report.</p>	<p>reference to when the process will be completed or close to completed.</p>
<p>2. Student Services Department Report by Anita Frederick</p>	<p>Anita presented her monthly report.</p>	<p>Anita Frederick will prepare a full report with updated data in January.</p>
<p>3. CTE Department Report by Sheila Trottier</p>	<p>Sheila Trottier presented that TMCC is in a consortium grant application with Bismarck State College and our portion of the grant is \$2.6 million. The total grant is \$14.5 million. The goals that are outlined are to provide training in CDL, HVAC, Construction, and Process Plant Technology. In order to prevent delay in the grant, we would like approval to advertise for the positions which will be available. The positions that are available are as follows: Project Director, Career Navigator, Concrete Instructor, Welding Instructor, CDL Instructor, Project Trend, and Data Collection.</p>	<p>Sheila Trottier was asking for approval to advertise the available positions. The Board came to a consensus that they can advertise for the positions immediately.</p> <p>Once a grant is approved, Dr. Davis has approval to advertise for the positions without asking for Board approval.</p>
<p>4. Human Resources Department Report by Holly Cahill</p>	<p>Holly Cahill reported we have filled some positions which were available. We currently don't have any open positions. We have had a committee working together on the policies to get them organized.</p> <p>Duane Poitra inquired if Obama Care is going to affect the College's health insurance plan. Tracy Azure reported that she wasn't informed of what it will cost to the College if anything at all. It's been discussed with Jim Casper about the high cost of insurance benefits for last year. Discussion held. Is it possible to bring this to all of the Community Colleges to get a consortium rate. A lengthy discussion was held.</p> <p>Wanda Laducer informed the Board that with the audit, Wanda is concerned that they seem to look for something</p>	<p>Duane Poitra has requested that we look further into finding an insurance that is not so expensive.</p> <p>Tracy Azure will present the amounts of the health insurance benefits paid from the College next month, and clarify the Obama Care Law in reference to the regulations of carrying health insurance coverage when you reside on the reservation, if offered.</p>
<p>5. Financial Aid Department Report by Wanda Laducer</p>	<p>Wanda Laducer informed the Board that with the audit, Wanda is concerned that they seem to look for something</p>	

	<p>new every year. We have a lot of regulations and compliance that we have to follow. This year we were in compliance with one area, but the auditors stated that we were not in compliance with another. Wanda is concerned with keeping Brady Martz as our auditor. We may need to look at going to a different firm for the audits. Tracy Azure reported that they are sending out an RFP for a new Audit firm, but this will not be completed until after the audit is complete. Discussion held.</p>	
<p>6. Academic Dean Report by Larry Henry</p>	<p>Larry Henry reported that we just completed the fall semester and things went well. He stated that the faculty was working very well with the students, giving them extra time for their tests, and trying to make everything go smoothly for the students. We put money in Title III this year to assist with salaries for staff through the Native American Studies.</p> <p>Chairperson Peltier inquired about the online classes, and the time limits on an essay tests. Larry Henry informed the Board that we are currently trying to design an online procedure. Larry will be in contact with the instructor.</p> <p>Dr. Leigh Jeanotte inquired about the Praxis tests policy for graduation. Larry informed the Board that we are the only college in North Dakota that requires all of their students to take the praxis test prior to graduation. If they do not pass the praxis test, they cannot graduate until they pass the test. Discussion held.</p> <p>We had about 266 students pre-register for the spring semester.</p>	<p>Larry Henry is requesting to extend a 120 day contract for Alex DeCoteau to continue being staffed. Chairperson Peltier asked for a motion to approve extending Alex DeCoteau's second 120 day contract. Dr. Davis concurs with the request. Dr. Leigh Jeanotte made this motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>7. Board of Directors Annual Evaluation</p>	<p>Dr. Leigh Jeanotte proposed the Board of Directors Annual Evaluation form, so the Board of Trustees could possibly evaluate the Board of Directors. The Board feels that they should be evaluated since they are assigned for a five year term. This is only a suggestion and Dr. Jeanotte feels that</p>	

	<p>this is very important so the Board members are aware of where they stand.</p> <p>Duane Poitra asked Chad Davis if we have some software that could be used for the surveys. The survey could be a blind survey. Chad informed the Board that we do have software to use.</p>	
<p>IX. Other Business</p>	<p>Kellie informed the Board that she placed a handout in reference to the HLC accreditation. We had a steering committee meeting yesterday and urge that at least one member from the Board of Directors to attend the meeting.</p> <p>Kellie also asked that the Board developmental leave request to be presented at the December meeting. Sheila Trottier and Stephanie Poitra are both requesting developmental leave.</p> <p>Dr. Jeanotte had further questions in reference to Organizing for Success. In the organizational chart, under the academic area, is research included? We still need to complete the bottom functions on the chart. Dr. Davis would like some form of endorsement for the Organizational Chart. Discussion held. The Board stressed that they want to see what this will do to the budget prior to approving the Organizational Chart.</p>	<p>Jackie will mail out the developmental leave requests.</p> <p>The Board would like to endorse the Organizational Chart, but the Board would like a budget attached to proposal prior to endorsing the Organizational Chart.</p> <p>Chairperson Peltier asked for a motion to move forward with the proposed Organizational Chart change dependent upon the budget and moving forward with Phase I. Dr. Jim Davis and Kellie Hall will oversee the Administrative function until affordability is determined in the FY14 budget. Glenn Longie made the motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. Glenn Longie, Duane Poitra,</p>

		Carla Peltier, and JoAnne DeCoteau were all in favor. Dr. Leigh Jeanotte was not in favor. Motion carried.
X. Next Meeting	Regular Board Meeting; January 28 th , 2013 at 5:00 p.m.; TMCC Board Room	
XI. Adjournment	Meeting adjourned at 1:46 p.m.	Chairperson Peltier asked for a motion to adjourn. Dr. Leigh Jeanotte made the motion, seconded by Duane Poitra. Jaclyn De Los Santos performed roll call. All were in favor.

Carla Peltier

Carla Peltier, Board of Directors Chairperson

Jaclyn De Los Santos

Jaclyn De Los Santos, Board of Directors Recording Secretary