

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 REGULAR BOARD OF DIRECTORS MEETING
Board of Directors, Board of Trustees, Administration

02/25/2013 – 5:00 p.m. – TMCC Board Room

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

Duane Poitra.

Theresa Rivard, Martina St. Pierre.

Anita Frederick, Dr. Jim Davis, Kellie Hall, Tracy Azure, Holly Cahill, Wanda Laducer.

None.

Jaclyn De Los Santos.

Agenda Item	Discussion – Conclusion	Recommendations or Actions
I. Call to Order	Chairperson Peltier called the meeting to order at 5:17 p.m.	
II. Opening Prayer	Performed by Chairperson Peltier.	
III. Roll Call	Performed by Jaclyn De Los Santos.	
IV. Approval of Agenda		Chairperson Peltier asked for a motion to approve the agenda. JoAnne DeCoteau made this motion, seconded by Dr. Leigh Jeanotte. Discussion held. 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 January 28 th , 2013 minutes as presented. Glenn Longie made this motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.
VI. Old Business		
a. Retention Rates and Graduation Rates by Anita Frederick		Anita Frederick presented the current and past retention rates. TMCC's retention rates are a little below average compared to the National averages. We will be conducting a study on various major component courses

	<p>and studying the grades. TMCC's enrollment has been fluctuating quite a bit. We have been doing a lot more recruitment and we planning more activities for the semester. Anita currently oversees recruitment. We have a committee looking into the reasoning for the enrollment decrease. We need to determine the factors that may be causing low enrollment, job placement, tuition, oil rigs, etc. Discussion held.</p> <p>Dr. Davis reported that we will be having a phone conference with Secretary Duncan, and we are hoping they will allow us to ask questions and bring the financial aid reduction to the table.</p> <p>We are going to start recruiting from the 9th grade and up at the local schools.</p>	
<p>b. Board of Directors Quarterly Retreat by Carla Peltier</p>	<p>Chairperson Peltier wanted to clarify that the Quarterly Board Retreat was just the Boards' retreat. This is the time to bring forward Board issues and from this point forward they will be held for this purpose. It isn't practical to have a large number of people traveling to the meeting when they don't typically report at a monthly meeting. If there is a pressing issue, it can be brought forward at this meeting.</p>	
<p>c. Developmental Leave by Kellie Hall</p>	<p>Kellie Hall had submitted developmental leave for Sheila Trotter. Based on the information which was presented at the prior meeting, it doesn't meet policy. The current position doesn't require a Master's degree, but if the job was re-advertised at this time, the position may require the degree. With Organizing for Success, the job description may change and require a Master's Degree. Chairperson Peltier feels that it is very important to follow TMCC's current policy. At this point, the request doesn't follow policy. Discussion held. Other CTE directors throughout the state do require the degree. Dr. Leigh Jeanotte inquired about holding off on the</p>	<p>Dr. Leigh Jeanotte suggested that administration should begin developing a policy for developmental leave.</p>

	<p>request while the policy is reviewed. The College can possibly set money aside for individuals to move forward with their education. Dr. Davis reported that the American Indian College fund may be providing Tribal Colleges with funding that may be used in any form necessary, so we could set money aside for developmental leave. A new policy/plan will be presented at a future meeting. Further discussion held.</p> <p>Kellie Hall has requested to withdraw her request for developmental leave. The request doesn't meet the minimum qualifications. The reason this request was brought forward was because it was part of the original negotiation agreement for her current job position and salary. Discussion held.</p> <p>Anita Frederick exited at 6:00 p.m.</p> <p>Administration needs to determine if the position descriptions include all of the duties and the supervision required. A lengthy discussion was held.</p>	
<p>d. Personnel Policies by Holly Cahill</p>	<p>Please see Appendix A. Holly Cahill is requesting to add all highlighted area's into the policy manual.</p> <p>Holly Cahill exited at 6:41 p.m.</p>	<p>Jackie De Los Santos will go back and review the previous policy reviews in reference to 5.3.0060 Service Award. We need to determine what changes were made at that time.</p> <p>Dr. Davis would like Tracy Azure to get budget projections for the next Board meeting in reference to the cost of service awards to the institution.</p> <p>Chairperson Peltier asked for a motion to approve placing the policy on the website for 30 day comment</p>

		<p>period. JoAnne DeCoteau made the motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>e. Fiscal Policies by Tracy Azure</p>	<p>Please see Appendix B.</p>	<p>Chairperson Peltier asked for a motion to approve the Conflict of Interest Policy as presented. Dr. Leigh Jeanotte made this motion, seconded by Glenn Longie. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>
<p>VII. New Business</p> <p>1. Presidents Report by Dr. Jim Davis</p> <p>a. Monthly Report</p>	<p>Please see Appendix C. Dr. Davis presented his monthly report. We have a meeting in Washington DC in reference to Title III, which is very crucial to our College. The House should make a decision on Senate Bill 2218 by the end of March. Discussion held.</p> <p>The budget committee is working hard towards getting the budget completed.</p>	<p>Dr. Jeanotte requested that Dr. Davis and Kellie Hall draft a letter of support to provide to the Senate from the Board.</p>
<p>2. Vice President Report by Kellie Hall</p> <p>b. Monthly Report</p>	<p>Please see Appendix D. Kellie Hall presented her monthly report. While attending FEMA training, we were also provided with information to be a training site. The current emergency plan will be updated, and then it will be brought back to the Board.</p> <p>We had a supervisors meeting last week which it went very well. Kellie and Dr. Davis want to be more accountable and accessible as an institution.</p> <p>Mica Belgarde, staff representative presented a concern, which is billing for tuition and fees. We have a conflicting policy, which Fiscal policy states for a tuition waiver you are still responsible for books and fees. Personnel policy states that tuition and fees would be</p>	<p>Dr. Leigh Jeanotte recommended that Administration word the Student Handbook, the Personnel Policy and the Fiscal Policy in the same manual in reference to the tuition waiver policy.</p> <p>Dr. Davis will get a legal opinion in reference to the policy.</p> <p>Chairperson Peltier asked to table the Tuition Waiver Policy until the next meeting.</p>

	<p>waived. Discussion held. The fees should be the students' responsibility.</p> <p>Glenn Longie exited at 7:20 p.m.</p> <p>Further discussion was held in reference to the tuition waiver.</p>	
<p>3. Comptrollers Report by Tracy Azure</p> <p>c. Monthly Report</p>	<p>Please see Appendix E. Tracy Azure presented her monthly report.</p>	
<p>4. Student Senate</p> <p>d. Report</p>	<p>Marrina St. Pierre reported that Student Senate traveled to Washington D.C. and had a number of meetings. It was a good learning experience. Dr. Davis reported that we are trying to get one of our students to be on the AIHEC Student Council. The students are getting prepared for AIHEC and will be leaving on March 16th.</p> <p>The basketball teams are doing well and will be traveling to AIHEC also.</p>	
<p>VIII. Other Business</p>		
<p>IX. Next Meeting</p>	<p>Quarterly Board Meeting; March 30th, 2013 at 9:00 a.m.;; TMCC Board Room</p>	
<p>X. Adjournment</p>	<p>Meeting adjourned at 7:47</p>	<p>Chairperson Peltier asked for a motion to adjourn. JoAnne DeCoteau made the motion, seconded by Dr. Leigh Jeanotte. Jaclyn De Los Santos performed roll call. All were in favor. Motion carried.</p>

Carla Peltier

Carla Peltier, Board of Directors Chairperson

Jaclyn De Los Santos

Jaclyn De Los Santos, Board of Directors Recording Secretary