

Terrebonne ARC  
BOARD OF DIRECTORS MEETING  
Tuesday, April 10, 2018

In the absence of Tracy Schwab, President, Dr. Ruthanne Gallagher, Vice-President, called the meeting **to order**, at 6:30 p.m. in TARC's Administration Building, Conference Room #3.

Upon roll call, the Board of Directors recorded as present were: Dr. Ruthanne Gallagher, Karen Chauvin, Della Hotard, Mike Allemand, Donell Donaldson, Marie LeBlanc, Larry Pete and Richard Watkins. Board members recorded as absent were: Tracy Schwab, President and Philip Bourgeois, Client Representative. Let the record show that Marie LeBlanc entered the meeting at 6:35 p.m. A **quorum was present**. Staff present were: Mary L. Bisland, Patricia Chauvin, Tiffany Brunet, Erica Pellegrin, Bobby Roddy, Rodger Shelton, Ericka Wolfe and Deanna Zeringue.

Mary L. Bisland led the group in **prayer**, followed by the **pledge by** Della Hotard.

**Approval of the Agenda**-Karen Chauvin moved, seconded by Mike Allemand, to approve the agenda. Motion carried.

**Public to be Heard**- There was no public to be heard.

**Secretary's Report**-Karen Chauvin presented the Board of Directors report of March 13, 2018. Mike Allemand moved, seconded by Della Hotard, to accept the Board of Directors report of March 13, 2018. Motion carried.

**President's Report:**

**Board Development**-There was no Board Development.

**Organizational Chart Change**-Tiffany Brunet presented an Organizational Chart change. Currently there is a Food Tech position on the Organizational chart that won't be filled. That position will be replaced with a Floater position in TARC Enterprises Division II.

Della Hotard moved, seconded by Karen Chauvin, to accept the Organization Chart change. Motion carried.

Deanna Zeringue presented the **CNM Service Agreement** to develop an application to provide better reporting and management of data collected.

Karen Chauvin moved, seconded by Della Hotard, to accept the Agreement with CNM, Inc. Yeas: Dr. Ruthanne Gallagher, Karen Chauvin, Della Hotard, Mike Allemand, Donell Donaldson, Marie LeBlanc, and Larry Pete. Nay: Richard Watkins. Motion carried.

The **3<sup>rd</sup> and 4<sup>th</sup> quarter Outcomes Report** was reviewed.

Della Hotard moved, seconded by Larry Pete, to accept the 3<sup>rd</sup> and 4<sup>th</sup> quarter Outcomes Report. Motion carried.

The **Employee Handbook** was reviewed.

Della Hotard moved, seconded by Mike Allemand, to accept the Employee Handbook. Motion carried.

Rodger Shelton presented **revisions to Title VI of the Civil Rights Act Policy**.

Karen Chauvin moved, seconded by Larry Pete, to accept the revisions to the Title VI of the Civil Rights Act Policy. Motion carried.

**403-B Retirement Plan Discussion**-TARC's current 403-B Plan fees was discussed.

Larry Pete moved, seconded by Mike Allemand, to stay with Security Benefits for five years, to avoid paying a surrender fee, and move the 403-B plan to a local agent. Motion carried.

**Executive Directors Report**-Richard Watkins commented on the Building & Sites Committee meeting where they visited the off-campus locations. The Department Directors present reported on their departments. TARC's CARF survey is scheduled for June 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>.

**Committee Reports:**

Deanna Zeringue presented the **Finance Committee Report** of April 10, 2018.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Finance Committee report of April 10, 2018. Motion carried.

Donell Donaldson presented the **Client Representative Report** of April 10, 2018.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Client Representative Report of April 10, 2018. Motion carried.

Karen Chauvin moved, seconded by Della Hotard, to **adjourn**. Motion carried. The meeting adjourned at 7:35 p.m.

Respectfully Submitted,



Karen Chauvin, Secretary



Patricia Chauvin, Custodian of TARC records  
Meeting tapes will be kept on file for six (6) years



Approved: Tracy Schwab, President