

COT MEETING MINUTES

Feb 12, 2018

Sue called meeting to order at 2:10 pm.

Present: Joy, Joan, Nicole, Dean, Merlin and
Others presents: Lorna, Melinda (recorder).

I. Approval/amendments to agenda:

Removal of introduction to new employees section of agenda

Motion made by Dean to approve the above changes to the agenda, Second by Nicole, all in favor, motion passed.

II. Public Comments: (5 minutes each)

No parties present to make comments

III. Executive Session:

They went into executive session at 2:15
Reconvened at 2:45pm

IV. Introduction of New Employees:

No new employees for introduction

V. Action Items:

A. Approval of Meeting Minutes:

- i. Regular Meeting Minutes of January 9, 2018
- ii. Special Meeting Minutes of January 18, 2018

Motion by Joan to approve the above minutes to the agenda, second by Merlin; all in favor, motion passed.

B. Approval of Monthly Financial Statements – Kami Lhotka

- i. Approval of Financial Audit Statements

Motion made by Dean to approve the financials, Second by Joan, all in favor, motion passed.

C. Large Expenditures:

- i. USDA FNC – FMMI Grant - \$7, 431.05
Motion made by Joan, second by Dean, all in favor, motion passed.

- ii. Gordan Construction - \$42, 985.72

Motion made by

- iii. Gordan Construction - \$69, 907.06

Both of the Gordan Construction together

Motion made by Dean to approve these two expenditures Dean motioned, second by Nicole, all in favor and motion carried.

iv. Marco - \$19, 803.34

Motion made by Joan, second by Merlin, all in favor, motion passed.

v. Populi - \$10,788/yearly – REQUEST

Motion made by Mike, second by Nicole, all in favor, motion passed

Look into double checking the fine print for the contract time requirements

D. Contracts:

- i. Extension temporary employee: Extension Educator (part-time February 12 - May 11 = \$4680) – no action
All acknowledged receipt of information

E. Approval of President's Report/Monthly Department updates – Tracy Clark

Motion to accept the report by Dean, second by Joan, all in favor, motion passed.

- i. Cultural Coordinator – Kim Anderson Q & A

Kim available for questions. Discussion about the language courses and that this is the first semester for advanced language teaching in OJIB III.

F. Policy Changes/Approvals:

- i. Facilities Usage Policy (edited)

Discussion about using the facilities. Sue shared that it is a positive experience to host classes on the campus. Joan mentioned that it is recruitment possible.

Motion to approve by Joan, second by Merlin, all in favor, motion passed.

- ii. Conflict of Interest Policy (edited)

Motion to approve by Dean, second by Merlin, all in favor, motion passed.

- iii. Access During Normal Working Hours Policy (edited)

Motion to approve by Nicole, second by Mike, all in favor, motion passed.

- iv. Contract for Services Policy (edited)

Motion to approve by Merlin, second by Nicole, all in favor, motion passed.

- v. Fixed Assets Policy (edited)

Motion to approve by Joan, second by Dean, all in favor, motion passed.

- vi. Grants Policy (new)

Motion to approve by Joan, second by Nicole, all in favor, motion passed.

A request was made for an update on a monthly grant. This would list all the grants being applied for and what the status is on reporting for current grants.

G. Grants:

Van Vlack Science Grant currently being applied for.
Language Grant applied for previously
Minnesota Emergency Aid grant being pursued
None of these grants needed to be approved.

H. Signatures needed:

- i. Large Expenditures
- ii. Regular Meeting Minutes of 1/9/18
- iii. Special Meeting Minutes of 1/18/18
- iv. Special Meeting Minutes of 1/3/18 (previously approved)
- v. Revised By-Laws (12/11/17)
- vi. Mileage sheets

I. Approval

- i. Fiscal Year 2017 Audit
Motion made by Dean, second made by Joy, all in favor, motion passed

VI. Board Governance: N/A

VII. Calendar Updates: N/A

VIII. Discussion Items:

- i. Organizational Chart – HR
Tabled for this month, request for it being on next month's agenda

ii. AIHEC Itemized Budget

Some modification to the budget in packet by the amount of students is less than projected. There will be 10 projected.

AIHEC Trip is March 11-15th.

Motion made by Mike to give up to \$2,500.00 if needed to make the trip from the school, second made by Merlin, 5 indicated favor, one nay, motion carried

iii. Free Summer Tuition, Summer 2017 recap

Acknowledged the receipt of the report

IX. Adjournment:

Motion to adjourn the meeting by Joan, Second by Joy, all in favor, motion passed.

Sue adjourns the meeting at 3:55 pm.

Minutes submitted by Melinda Rustad

Minutes approved by: _____

Date: _____

Sue Heister
3/19/18