

COT MEETING MINUTES
JAN. 9, 2018

Joy, acting as Chair in Sue's absence, called the meeting to order at 3:47.

Present: Joy, Mike, Dean, Nicole, Joan, and Merlin. **Absent:** Sue.

Others present: Tracy, Patty (recorder).

- I. **Agenda:** Prioritizing; will address Item IV. Introduction of New Employees., Item V. A. Approval of Meeting minutes, Item V. C. Large expenditures, Item D. Proposal of New Position, Item V. G. Policy Changes/Approvals, and Item V. I. Signatures needed.

There are no Item II. Public Comments, Item V. E. Contracts or Item V. H. Grants to review or approve. There will be no Item III. Executive Session. There is nothing to address for: Items VI. Board Governance, Item VII. Calendar Updates, Item VIII. Discussion Items. One addition: AIHEC discussion. Keep items A, C, D, G, I.

Will address through email: Item V. B. Financial Report and Financial Audit Statements, Item V. F. President's and Monthly Department Reports.

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

- IV. **Introduction of new employee:** Tim Olson, Dean of Student Services introduced himself to the board.

V. Action Items:

A. Approval of Meeting Minutes: *Motion made by Merlin to approve the December 11, 2017 Regular Meeting Minutes and the January 3, 2018 Special Meeting Minutes as presented, Second by Nicole. All in favor, motion carried.*

C. Large expenditures:

- Gordon Construction Pay App – \$55,038.20
- Gordon Construction Pay App – \$65,758.90
- Gordon Construction change order - \$5,000.00 (COT approved in advance)
- Gordon Construction change order - \$1,500.00 for ventilation
- Arteкта billing - \$3,779.02
- HLC Focused Visit Expenses - \$5,404.80

Motion made by Nicole to approve the above large expenditures, Second by Merlin. All in favor, motion carried.

D. Proposal of New Position: Tracy shared the proposed job description for the half-time IT Help Desk/Tutor, with IT Coordinator's oversight. We contracted someone to fill this position last semester, which provided a highly utilized service to students. Lorna has requested to keep the Marketing Specialist position on the Org Chart, but has no plans to fill it any time soon.

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Increased offerings in Distance Learning will require more tech help, as well as an adjunct IT Instructor for classes.

Motion made by Joan to approve the new position of IT Help Desk/Tutor under the IT Coordinator. Joy amended the motion to make the Marketing Specialist a half time position as well. Second by Merlin. All in favor, motion carried.

Add to next agenda: Executive Session.

G. Policy Changes and approvals: Tabled.


- i. Facilities Usage
- ii. Conflict of Interest Policy

VIII. Discussion Items: AIHEC Conference in Bismarck: Students would like to attend, they need funding.

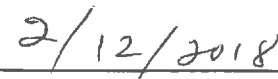
Mike proposed assisting them by RTC giving \$5,000.00. Discussion regarding students not going through proper channels to request funding, as Tracy was unaware of the request. Mike would like the college to pick up any remaining expenses for students wishing to attend. Two students will be attending the AIHEC meeting in Washington D.C. Tracy will get more information to the board before the next meeting.

The Presidential Search Committee will communicate via email to determine a meeting time.

IX. Adjournment: *Motion made by Dean to adjourn, Second by Merlin. Adjourned at 4:30.*



COT Secretary signature



date approved