

## WETCC COT Meeting Minutes

Monday, January 14, 2019

2:00 pm

WETCC Mitigomizh Conference Room

PRESENT: Sue Heisler, Dean Johnson, Nicole Martinson, Brent Gish

OTHERS: Lorna LaGue, Gina Murray, Brent Silvis, Joel Verschay, Brian Opsahl, Kami Lhotka

- I. The meeting was called to order at 2:30 pm by Sue.
- II. The agenda was reviewed, it was approved to move the audit report and program review to the beginning of the agenda as those parties are present.

*Motion by Dean and second by Nicole to adjust the schedule and approve the agenda. All in favor, motion approved.*

- III. Brian Opsahl presented the FY2018 Independent Audit Report.
  - a. No material findings and the FY2018 Audit has been deemed a clean audit.
  - b. Unrestricted net position is reported at \$3,527,226, cash flow did increase for the year.
  - c. Segregation of duties was addressed again in the audit due to the small staff size.
  - d. The audit was completed in compliance with the Single Audit Act. Title III was reviewed in particular due to the size of the grant.
  - e. Discussion was held as to the link between the College's audit and the Tribal audit and the bidding process for selecting Independent Auditors, this was the third year BradyMartz has conducted the audit.

*Motion by Nicole to accept the FY2018 audit as presented. Second by Dean. All in favor, motion carried.*

- IV. Academic Program Review was presented by Joel Verschay and Brent Silvis.
  - a. This is the first time the information has been compiled in this fashion. COT Members asked questions of the Faculty, who responded with information to compliment the report.
  - b. Discussion on PSEO students and the barriers in recruiting students out of high school.
  - c. COT commended the Faculty on the report.

*Motion by Brent and second by Nicole to accept the report. All in favor, motion carried.*

- V. Approval of COT Meeting Minutes
  - a. COT Meeting Minutes for December 18, 2018 were reviewed.

*Motion by Dean to approve as submitted. Second by Nicole. All in favor, motion approved.*

- VI. Financial reports for the month of December, 2018 were reviewed.
  - a. Dean asked about the Halvorson Account. Gina will check into it to find out more information.
  - b. Gina is checking on the Miscellaneous Revenue which should be under books and other areas instead.
  - c. Gina discussed the idea of changing the process of presenting financials. Ideally it would be good to bring them to Cabinet for review before they are presented to COT. Brent suggested preliminary Financial Statements be presented for the previous month and then they can be presented for approval in the next month. This would result in two Financial Statements in each monthly COT Meeting, one would be preliminary and one would be ready for approval.

*Motion by Dean to follow Brent's suggestion and present preliminary financial reports one month and then approve them the next month after Cabinet has a chance to review and make appropriate adjustments. Second by Brent. All in favor, motion carried.*

*Motion by Dean to accept the Financial Reports for December, 2018 as submitted. Second by Nicole. All in favor, motion carried.*

- VII. Contracts
  - a. Discussion on the contract for Peggie Chisholm. Payments on the contract have actually exceeded the approved amount. This has been acknowledged by staff and corrections are being made to ensure all contracts are tracked better in the future.

*COT acknowledged the overage and a motion was made by Dean to approve the contract with the wording changed "up to 60 hours". Second by Nicole. All in favor, motion carried.*

- VIII. Large Expenditures – None
- IX. Policies

Amendments and updates have been made to the Academic Catalog. These were updates, no policy changes were included.

*Motion by Dean to approve the new Academic Catalog as presented. Second by Nicole. All in favor, motion carried.*

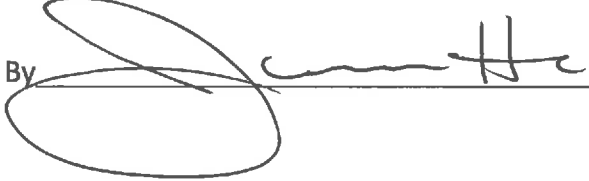
- X. President's Report/Monthly Department
  - a. Reports were reviewed and discussed.

*Motion by Brent to approve the Monthly President's Reports. Second by Nicole. All in favor, motion carried.*

- XI. Executive Session – 4:15 p.m. to 4:35

*Motion by Dean and second by Brent to change the assignments of COT Members in the categories outlined in the Bylaws. Nicole will represent the Bachelor's Degree area and Brent will represent the public education area. All in favor. Motion carried.*

Motion made by Dean to adjourn the meeting. Second by Nicole. Meeting adjourned at 4:40 p.m.

Minutes Approve By  \_\_\_\_\_ Date 4/9/19