

WETCC Council of Trustees Meeting Minutes

Tuesday, October 20, 2020

2:00 p.m.

Virtual & In Person Combined Meeting

MEETING MINUTES

Call to order: By Sue Heisler, Chair at 2:01pm

PRESENT: Sue Heisler, Dean Johnson, Brent Gish, Joan Lavoy, Dana Goodwin, LeAnn Person at 2:23pm

OTHERS PRESENT: Lorna LaGue, Brian Dingmann, Tammy Bellanger, Jennifer McDougall, Gina Murray, Luke Warnsholz (Recorder)

- I. **Approval/Amendments to agenda** – Lorna explained an updated packet was emailed the day before and there are now two more additions requested to be on the agenda. Sue Heisler would like to take care of business and leave the policies until the end of the meeting. Motion by Dean to accept the agenda, second by Joan, motion approved 5-0.
- II. **Public Comments (5 minutes each)** - None
- III. **Introduction of New Employees:** Neil Klinkhammer, Facilities – Paul Pemberton, Facilities Manager introduced Neil to the board members.
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of September 15, 2020 – Motion to approve the minutes as presented by Brent, second by Joan, motion approved 5-0.
 - ii. Email Vote of September 29, 2020 – Motion to approve the minutes as presented by Joan, second by Dean, motion approved 5-0.
 - iii. Special Meeting of September 30, 2020 – Motion to approve the minutes as presented by Joan, second by Brent, motion approved 5-0.
 - B. **Financial Statements:**
 - i. Gina Murray presented the September Preliminary Financial Statements – Some accounts are still being worked on as well as closing out 2020. We need to record the tuition and fees that will be recorded for FY 2021 so the revenue will change slightly. The audit will be scheduled for December 7th and Jon Archer plans on being here to help.
 - ii. Gina Murray: September Foundation Report – No comments provided
 - iii. Gina Murray: September Check Register – No comments provided

Motion to accept the financial statements by Dean, second by Joan, motion approved 5-0.

- C. **Organizational Chart** Lorna presented an updated organizational chart with changes made due to recent grants received: First Year Coach, Head Start Pathways Coordinator, and Head Start Pathways Facilitator. Brent asked about the process of pursuing and accepting a grant. Dean asked if a process is in place to ensure two different departments don't pursue the same grant. Lorna explained that there is a process outlined in the Gran Policy which includes Jennifer McDougall and Gina Murray to help make sure that the grant is well written, conforms to guidelines, and avoids conflicts. Brent suggests the grant be accepted and a process be established to allow for the COT authorize grants in the future. Motion to approve the new organizational chart by Brent, second by Dana, motion approved 5-0.

LeAnn Person joined at 2:23pm

- D. **Large Expenditures:**

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- i. MISP - \$8,000 – Lorna explained this is a return of funds to MISP for student awards.
- ii. Regents of University of MN - \$3,084.24 + \$3,084.24 + \$3,598.28 = \$9,766.76 – This is a sub-award included in one of the Extension grants
- iii. Tutor.com - \$12,700 – Online tutoring services for students, this is a new project funded by the AICF Transformative grant.
- iv. White Earth RBC - \$23,206.15 – Return of funds for student scholarships.

Motion to approve the Large Expenditures by LeAnn, second by Dean, motion approved 6-0.

E. Contracts:

Patty Gordon –Lorna said this was for the CDA program. Patty is certified to teach this online and is funded by the P2P program and the total would be \$10,400. The classes started in October so a contract has already been executed for \$4,000. Brent suggested the COT establish standard rates for contracts, including instruction, prep, and hours for the contract.

Motion to accept the contract by Joan, second by Brent, motion carried 6-0.

- F. **President's Report & Monthly Department Updates** – Lorna reviewed the month of September. Census date for the semester was September 8th which is an important date for reporting. We had 141 students at the census date which is really good. More students are gravitating to the zoom classes and the HyFlex model has helped to minimize the number of people on campus during this time of COVID. We are still monitoring COVID very closely. We are preparing to close the fiscal year, Schlenner & Wenner will help with that. We had our honor ceremony in September for students who made the President's List and Dean's List in Spring 2020. Strategic Planning went well, the last session is scheduled for October 30th. HLC will be here in 2021 and we will be prepared and ready for their visit. Motion to accept the President's Report and Monthly Department Updates by Joan, second by Dana, motion approved 6-0.

- G. **COT Bylaws - Organizational Structure** –Sue reviewed the COT Bylaws, Officers will have to be determined Chair, Secretary, and Treasurer. Motion by Brent for Sue Heisler to be Chair, LeAnn Person to be Secretary, and Dean Johnson to be the Treasurer; second by Joan, motion approved 6-0. Sue suggests the board plan to review the bylaws next month.

V. Other

- A. COVID Update – Lorna said we are continuing to monitor COVID every day. There has been a decrease in the number of students on campus each day. The kitchen has been closed right now due to staffing. The COVID numbers in the community have been increasing over the past two weeks. Lorna suggested closing campus for two weeks to quarantine. LeAnn said that IHS has moved to emergency appointments only. There were many different discussions, ideas, and scenarios pertaining to the COVID-19 pandemic. No vote will be made by this time. Lorna will get more information from the emergency operations team and Brian will survey students; an email will follow up.
- B. Executive Session to discuss an employment matter at 4:13 pm. Regular session resumed at 4:30 pm.

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H. Policies:

- i. Employee Relocation (New) – Brent wants “Some incentives may be offered” on the last paragraphs. Add an “S” for incentives at the end.
- ii. Staff Adjunct Faculty (New) – Joan wants the hours of faculty and a ratio put into the policy. This policy will be tabled.

Sue Heisler left the meeting at 5:07pm. Dean Johnson took over as chair.

- iii. Whistleblower Policy – Recommend Delete – This policy will be deleted.
- iv. Assessment, Evaluation, and Amendments – Recommend Delete – This policy will be deleted.

Motion to accept the Employee Relocation Policy with changes, table the Staff Adjunct Policy, delete the Whistleblower Policy and Assessment, Evaluation, and Amendments Policies by Dana, second by Brent, motion approved 5-0.

- v. Employee Compensation – Brent would like the third paragraph on part C deleted.
- vi. 401(k) Retirement Benefits – “Should be determined by the cabinet members and the president”. Dana wants eligibility defined on the first paragraph and under Part four “All Eligible Employees”.
- vii. Employee Assistance –No comments

Motion to accept the Employee Compensation Policy with changes, 401(k) Retirement Policy with changes and Employee Assistance Policy by Joan, second by Brent, approved 5-0.

- viii. Health/Dental/Life Insurance –No comments provided
- ix. Hours of Work –Joan wants the words usually and generally removed from the definitions and change.
- x. Annual Leave –Take the 80 hours out of part 4. Need to clarify leave for salaried personnel. This will be tabled
- xi. Holiday Leave –No comments provided
- xii. Personal Development –Joan wants the part time employee section deleted since they are not eligible.
- xiii. Bereavement/Cultural/Funeral Leave –Need to clarify a staff member can only take one or the other, they cannot claim both Bereavements.
- xiv. Inclement Weather –No comments provided
- xv. Sick Leave –No comments provided
- xvi. Leave of Absence –This will be tabled.
- xvii. Leave Donation –No comments provided
- xviii. Performance Review –Dana wants an “S” taken out on top of page two.
- xix. Demotion Policy –No comments provided
- xx. Complaint and Grievance –Small changes needed
- xxi. Conflict of Interest –Small changes needed
- xxii. Nepotism and Cronyism –No comments provided
- xxiii. Consensual Relationship –No comments provided
- xxiv. Voluntarily Leaving Employment –Small changes needed
- xxv. Termination of Employment – Annual Review – Add definition of “at will”, tabled

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- xxvi.** Families First Paid Sick Leave Policy (New) – The board chose to remove all the references to the extended leave option and stay with the two weeks that are required by federal law.

The following policies were not reviewed and were tabled until the next meeting:

- i. Final Pay – Annual Review
- ii. Hiring of Temporary Positions – Annual Review
- iii. Nursing Mothers – Annual Review
- iv. Transfer and Promotion – Annual Review
- v. Signing Authority Upon Resignation - Annual Review
- vi. Administrative Leave – Annual Review
- vii. Essential Personnel – Annual Review
- viii. Telework Policy – Annual Review
- ix. Employment Background Check - Annual Review
- x. Personnel Action Form – Annual Review
- xi. Professional Development – New

Motion by Brent to approve the policies with changes made as the review took place. The Annual Leave Policy, Leave of Absence Policy, and Termination of Employment Policy are tabled. Second by Joan. Motion approved 5-0.

VI. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – November 17, 2020 – 2:00 p.m.

VII. Adjournment

Motion to adjourn the meeting by Joan, second by Dana, meeting adjourned at 6:49pm.



Handwritten signature and date: 11/19/20