

WETCC Council of Trustees Meeting

MINUTES

MAY 14, 2018

2:00 PM

WETCC MITIGOMIZH CONFERENCE ROOM

MEETING CALLED BY	Sue Heisler at 2:10 p.m.
TYPE OF MEETING	Council of Trustees
FACILITATOR	Sue Heisler
NOTE TAKER	Waylon Baker
ATTENDEES	Sue Heisler, Dean Johnson, Nicole Martinson, Merlin Deegan, Joan LaVoy, Joy Annette Others: Waylon Baker, Kim Anderson, Tim Olson

Approval of Agenda: Motion to approve agenda by N. Martinson, second by M. Deegan, all in favor, motion carried. Amendment to include discussion of the AICF Grant for Early Childhood made by S. Heisler.

Approval of Minutes: April 16, 2018 - Motion to approve minutes by J. Annette, second by D. Johnson All in favor. None opposed. Motion carried.

Special meeting minutes March 26, 2018 Motion to approve the minutes made by J. Annette, seconded by N. Martinson. All in favor. None opposed.

Public Comments: None

Action Items:

APPROVAL OF MONTHLY FINANCIAL STATEMENTS

KAMI LHOTKA

DISCUSSION	When do the salary increases from the pay scale take effect? What is the date the new pay scale will be implemented?	
CONCLUSIONS	The cabinet will bring a proposed date at the June COT Meeting. A motion to accept the monthly financial statement made by N. Martinson. The motion was seconded by M. Deegan. All in favor. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
A date the pay scale will be implemented.	W. Baker	June 11, 2018.

WETCC CHECK SIGNERS

KAMI LHOTKA

DISCUSSION	The motion was made to make Waylon Baker, Tim Olson, Lorna Lague, Melinda Rustad, Sue Heisler, and Dean Johnson authorized to sign checks. WETCC accounts are through First National Bank, Bremer Bank, and the Credit Union.	
CONCLUSIONS	J. Annette made the motion. D. Johnson seconded the motion. All in favor. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Baker signed the letter and submitted it to the finance department.		6/1/2018

GRANTS

ANDERSON/BAKER

DISCUSSION	Kim Anderson discussed the Equity Grant which is a four-year co-teaching opportunity. They will offer GIS certification. The Special Emphasis Grant will help community members understand food nutrition, nutrition literacy. The Extension Capacity Grant will fund workshops like berry and winter camps.	
	Waylon Baker, Melinda Rustad, and Joel Verschay are writing a grant through the Tribal Humanities Initiative. It will be used to strengthen the writing/English program at WETCC. The deadline for the grant is June 28, 2018.	
	Sue Heisler spoke to Waylon Baker about a potential grant opportunity with the American Indian College Fund through Tara Jean Yazee. It is a grant for up to 50,000.00 for Early Childhood.	
CONCLUSIONS	D. Johnson made the motion to accept the Extension Grants. N. Martinson seconded the motion. All in favor. Motion passed.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
We will reach out to the AICF and ask if they can visit our campus.	W. Baker	6/11/2018

LARGE EXPENDITURES

W. BAKER

DISCUSSION	Large expenditure for \$9,679.00 through Instructure, Inc. for Canvas Services.	
CONCLUSIONS	J. Annette made the motion to approve the large expenditure. N. Martinson seconded the motion. All in favor. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Purchase order submitted to Finance.	W. Baker	

CONTRACTS

W. BAKER

DISCUSSION	Stage Systems was contracted for publicity, promotion, and graphic design for \$4,999.00	
	Steve Dahlberg was contracted through the Extension Department to assist with the grants for \$3,600.00	
CONCLUSIONS	No motion. Just updates.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contracts will be filed in the President's Office.	W. Baker	

PRESIDENT'S REPORT/MONTHLY
DEPARTMENTAL REPORTS

W. BAKER

DISCUSSION	Waylon Baker submitted the president's report and the departmental reports in the packet.	
CONCLUSIONS	D. Johnson moved to accept the reports. M. Deegan seconded the motion. All approved. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The monthly reports will be filed in the President's Office.	W. Baker	

POLICY CHANGES/APPROVALS

W. BAKER/T. OLSON

DISCUSSION	WETCC Grant Policy – in the packet	
	Kitchen Use Policy – in the packet	
	Tuition Waiver Policy – in the packet “One course per semester” was clarified along with the “55 and older” clause.	
	Hiring Temporary Positions Policy – in the packet	
CONCLUSIONS	J. Annette made the motion to accept the WTCC Grant Policy. N. Martinson seconded the motion. All in favor. Motion passed.	
	D. Johnson made the motion to accept the Kitchen Use Policy. N. Martinson seconded the motion. All in favor. Motion passed.	
	J. Annette made the motion to accept the Tuition Waiver Policy. N. Martinson seconded the motion. All in favor. Motion passed.	
	N. Martinson made the motion to accept the Hiring Temporary Positions Policy. M. Deegan seconded the motion. All in favor. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The policies need to be disseminated and stored on sharepoint.	T. Jalowiec/W. Baker	

LEASE

W. BAKER

DISCUSSION	The Gizhiigin Arts Lease was presented to the Council of Trustees.	
CONCLUSIONS	M. Deegan made the motion to accept the lease. N. Martinson seconded the motion. All in favor. Motion passed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The lease will be stored in the President’s Office.	W. Baker	

BOARD GOVERNANCE

W. BAKER

DISCUSSION	W. Baker sought permission to contact Deb His Horses Thunder for Board Training	
CONCLUSIONS	The recommendation was to inquire about July or August training.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Deb His Horses Thunder.	W. Baker	5/18/2018

Others:

1. The Human Resources position should be reevaluated. It may need to fall under Finance.
2. The Council of Trustees’ information on the website needs to be updated.
3. WETCC E-mail addresses need to be provided for the COT.
4. List all COT members at public events like ribbon cuttings, etc.

Executive Session: 3:30 p.m.

Adjournment: J. Annette made the motion to adjourn the meeting. D. Johnson seconded the motion. Meeting adjourned at 3:52 p.m.

Sue Heisler
7/23/18