

## WETCC COT Regular Monthly Meeting Minutes

### Mitigomizh Meeting Room

August 14, 2017

**Present:** Sue, Dean, Nicole, Merlin, Michael, Joan, Joy Anne. **Others:** Tracy, Patty S., Kami.

- I. **Call to Order:** Sue called the meeting to order at 2:10.
- II. **Agenda:** Motion made by Dean to approve, Second by Joy, motion carried.
- III. **Public Comments:** None.
- IV. **Introduction of new employees:** Tracy introduced new employees Pam, Nate, and Lorraine to the board.
- V. **Action Items:**

**A. Approval of meeting minutes:** *Motion made by Joan to approve both minutes as is; Second by Nicole. All in favor, motion carried.*

1) 7/11/17

2) 8/1/17

**B. Approval of Finance Office Report: Kami**

Kami explained the Foundation's checking account balance; she will be meeting soon with Lincoln to clarify responsibilities of the Foundation. Kami has contacted Cyndi Anderson, who is still interested.

She added some columns to the Profit/Loss, and account codes on the left side. Negative income, issue with bank recs, due to software change, now corrected. She highlighted on salaries, interest expense, equipment (spending out a USDA equipment grant), and revenue expenses. The balance sheet was explained. Kami expects assets to remain stable. The board expressed appreciation for her easy to understand, logical budget processes.

*Motion made by Dean to approve financials through July 2017; Second by Joan. All in favor, motion carried.*

- 1) **Approval of proposed FY 2017 Budget:** Kami explained that a 3% COLA has been budgeted into the proposed FY2017 budget. Salaries have decreased, even with a 3% COLA included. Watching spending, Kami is confident we will continue to maintain expenses under budget. The Food Services program came out slightly more than breaking even. Kami will ask Joe Plummer to look into the Admin and Waadook buildings to see why they are not in trust land, and tax exempt. The board discussed the COT budget, travel costs for training, and in-house training. They would like to see \$2,500 additional budgeted for professional development. Presidential travel has decreased. There are also funds set aside for the president to bring a student along to the D.C. AIHEC meeting. *Sue called for a motion to accept proposed FY2017 budget, with the*

*addition of \$2,500.00 added toward COT Professional development. Motion made by Joan; Second by Merlin. All in favor, motion carried.*

- 2) **Authorized Check signers:** Kami suggested Melinda take Steve's place as authorized check signer. *Motion made by Nicole to add Melinda as authorized check signer; Second by Dean. All in favor, motion carried.*

**C. Approval of Large Expenditures:**

- 1) **Kiksapa, \$28,955.80:** This has been allocated, Bull Bennet has already earned the money. It is paid through the wild rice grant for research. Discussion took place regarding creation of a research data base that we can access, and tribal IRB code collaboration. Merlin suggested we obtain an MOU with Morris and with the tribe, to share any research data. Kami will talk to Bull about this.
- 2) **WE Finance, Vehicle and Building Insurance, \$9,239.38:**  
*Motion to approve payment of both large expenditures made by Dens; Second by Joan. All in favor, motion carried.*

**D. Contracts:**

- 1) **Stan Alexander:** Two separate contracts, for board information. No action needed.

**E. Approval of President's Monthly Report/Monthly Department Updates**

- 1) **Strategic Plan Final Report:** Tracy provided Trustees with the Strategic Plan year report, for which Five Strategic Priorities and Goal areas were identified. All directors reported out on their action steps except Extension. Mike will do his best to fill it in. Next year's action steps will be planned out, monthly updates will be done. Tracy feels the plan is realistic and that progress is being made. Tracy explained the pillars of success that she identified as priorities: Student Success, Fundraising, Increasing Culture. She has brought the Cultural Leader up to the Cabinet level. She is hoping to collect true data, and be able to tell the campus story for fundraising, rather than getting by on grant-based funding. KPI's will help with this. Sue asked if we were successful in contracting with high schools to hold classes here. We are working to get Waubun and Mahnomen on board. We will need to have conversations ahead of time to plan class schedules efficiently. COLA is the only high school that continues to work with the college. The board expressed their appreciation for the report, which has not been shared with them in the past. No action needed.
- 2) **Org chart proposed changes:** Tracy proposed some changes in the org chart, including two new positions. Our administrative work remains the same, regardless of number of students. KPI's show our enrollment is remaining steady. Academic program review is a weak area for us. Unsure what will happen with Extension funding, when USDA grants are done.

Nicole suggested trustees discuss goals, and come up with a model in the future that they can agree on. No action taken on the proposed Org Chart. The board directed Tracy to hire a Student Services Dean.

- F. Customized Education Proposal:** Tracy explained the proposed revenue-generated, non-credit customized education program. If approved, we can then create a plan for classes to offer. This is designed to be a budget-neutral program. Motion made by Nicole to move forward; Second by Dean. All in favor, motion carried.

**G. Policy Changes/Approvals:**

**1) Academics (19)**

- i. Academic Expulsion:** Motion made by Nicole to approve; Second by Merlin. All in favor, motion carried.
- ii. Academic Freedom:** Motion made by Nicole to approve; Second by Dean, 1 abstention, five (5) in favor, motion carried.
- iii. Academic Honesty:** Motion made by Dean to approve; Second by Nicole. All in favor, motion carried.
- iv. Academic Program Review:** Motion made by Dean to approve; Second by Merlin. All in favor, motion carried.
- v. Adjunct Policy:** Motion made by Merlin to approve; Second by Dean. All in favor, motion carried.
- vi. Assessment of Student Learning:** Motion made by Nicole to approve; Second by Merlin. All in favor, motion carried.
- vii. Student Attendance Policy:** Motion made by Joy to approve; Second by Dean. All in favor, motion carried.
- viii. Classroom Instruction:** Motion made by Dean to approve, Second by Joy. All in favor, motion carried.
- ix. Consensual Relationships: (HR policy)** Motion made by Dean to approve; Second by Merlin. All in favor, motion carried.
- x. Copyright of Intellectual Property Policy:** Motion made by Dean to approve; Second by Joy. All in favor, motion carried.
- xi. Course Test Out: AND**
- xii. Credit for Prior Learning:** Motion made by Nicole to approve both items xi. and xii. Second by Merlin. All in favor, motion carried.
- xiii. Curriculum Policy:** Motion made by Dean to accept with one change; Second by Merlin. All in favor, motion carried.
- xiv. Faculty Credentialing:** Motion made by Merlin to approve; Second by Nicole. All in favor, motion carried.
- xv. Grade Appeal:** Motion made by Dean to approve; Second by Joy. All in favor, motion carried.
- xvi. Grading and Grade Submission:** Motion made by Joy to approve; Second by Merlin. All in favor, motion carried.

- xvii. **Library Use:** Motion made by Joy to approve; Second by Dean. All in favor, motion carried.
- xviii. **Low Enrollment Policy:** Motion made by Joy to approve; Second by Nicole. All in favor, motion carried.
- xix. **Syllabus Policy:** Motion made by Joy to approve; Second by Dean. All in favor, motion carried.

**2) Student Services (21)**

- i. **Add/Drop Policy:**
- ii. **Administrative Drop:**
- iii. **Course Audit:**
- iv. **Course Repeat:**
- v. **Emotional Support Animals:**
- vi. **FERPA:**
- vii. **Field Trip:**
- viii. **Financial Aid Personnel Code of Conduct:**
- ix. **Immunization Policy:**
- x. **Over Awards and Over Payments:**
- xi. **PSEO:**
- xii. **Retention of Financial Aid Records:**
- xiii. **R2T4:**
- xiv. **SAP:**
- xv. **Sexual Harassment:**
- xvi. **Student Admissions:**
- xvii. **Student Bill of Rights:**
- xviii. **Student Code of Conduct:**
- xix. **Student Grievance:**
- xx. **Student Orientation:**
- xxi. **Student Records:**
- xxii. **Tobacco Free Campus – *remove from agenda***
- xxiii. **Transfer and Readmit:**
- xxiv. **Tuition Waivers:**  
*Motion made by Dean to pass the above 23 Student Services policies;  
Second by Joy. All in favor, motion carried.*

**3) HR (6)**

- i. **Donation of Sick and Annual Leave:**
- ii. **EEO**
- iii. **Position and Classification Description:**
- iv. **Search Committee Policy:**
- v. **Termination of Employment:**
- vi. **Whistleblower Policy:**

*Motion made by Merlin to approve the above 6 HR policies; Second by Nicole. All in favor, motion carried.*

**4) Development (1)**

- i. **Emergency Notification Policy:** *Motion made by Nicole to approve; Second by Dean. All in favor, motion carried.*

**5) Cultural (1)**

- i. **Cultural Advisory Committee Policy:** *TABLED, Full Council vote is needed. Sue will send it to Trustees for a vote by the end of the week.*

**6) Finance (2)**

- i. **Institutional Mail Policy:**
- ii. **Payroll Advance:**

*Motion made by Dean to approve both the above Finance policies; Second by Nicole. All in favor, motion carried.*

- 7) Shared Governance Policy:** *Full Council vote is needed. Sue will send it to Trustees for a vote by the end of the week. Tracy will add that charges of a governing entity may never exceed those of the By-laws of the institution.*

*Sue requested a copy of all final policies for the Trustees.*

**H. Grants: N/A**

**I. Signatures needed:** *Signatures were obtained for the following items:*

- 1) **President's time cards**
- 2) **Mileage sheets**
- 3) **Large expenditure PO's**

**VI. Board Governance:**

- a. **Presidential Search Policy/Search/Job description:** *The board directed Patty to add 'native preference' language to the President job description.*
  - i. **Presidential Succession plan:** *TABLED*
- b. **Review of By-laws to enhance board's support of students** *TABLED*
- c. **In-service board training (Florida/Las Vegas)** *Motion to approve Joy, Joan and Michael to attend training in Orlando. Motion made by Nicole to approve, Second by Dean. All in favor, motion carried.*
- d. **Student Representative board position:** *TABLED*

**VII. Discussion items:**

- a. **Calendar Updates:** *TABLED*


- b. **HLC timeline, actions, letters:** Tracy will bring a hard copy of the Focused Visit Report to the September COT meeting. She will need to attend a follow-up hearing in Chicago to defend the report in December.

**VIII. Executive Session: TABLED**

- a. **Interim President's Evaluation:** TABLED-Trustees will bring back the completed evaluation forms for Interim President to the September meeting.

**IX. Adjournment: motion to adjourn made by Nicole, Second by Joy. Adjourned at 5:47 p.m.**

Next meeting September 11.

  
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Approved

9/11/17  
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Date