

## COT Regular Meeting

10/17/2017 2:00 p.m.

**Present:** Joy, Dean, Michael, Nicole.

**Others:** Tracy, Patty (recorder) Kim, Student Senate (three students)

### I. Call to order:

Joy called meeting to order at 2:09 p.m.

### II. Approval of/amendments to Agenda:

*Motion made by Dean to move item V (student senate) to III, move item IX (executive session) to IV; Second by Nicole. Motion made by Nicole to approve amended agenda; Second by Mike. All in favor, motion carried. Motion made by Nicole to amend agenda one more time to move item III (public) before item IX (executive session); Second by Dean. All in favor, motion carried.*

### III. Student Senate:

Aaron Wittnebel announced 3 student nominees for the Presidential Search Committee, and handed out a statement the student would need to agree to before joining the Committee.

Revisions were made over the summer to the Student Code of Conduct in the Student Handbook. A Student Body Constitution was signed which stated students would have an opportunity to comment and be involved in those decisions. They have additional recommendations for COT. Students requested a separation between staff and student grievance policies, and staff and faculty Code of Conducts, to be included in the Student Handbook.

Aaron stated the student meal fee for the nutrition program is better this year with the addition of salad bar. Student Senate suggests meal fees be optional. Students are charged by credits, which they feel is unfair, since full time students take brunt of cost, even though they may be unable to take advantage of eating meals. They are required to pay for it whether they eat or not. He said the previous Academic Dean told them students were subsidizing meals for guest faculty and staff.

They are not expecting changes to the Handbook happen today, but by spring semester. Michael asked if student body done any surveys. minimum credit cutoff, surveys, want a choice. They are unhappy that the nutrition program takes \$200.00 from their grants. Joy stated it is included as an extra expense in financial aid. Aaron suggested issuing a reimbursement for meals not used on a meal card.

Student Senate requested a demonstration of how the Attendance Policy is being used for grading.

They also are requesting more items in book store, school supplies, transit cards (need per survey last year).

Complaint that Gen Eds are not available, so students are being pushed into taking an additional year of classes to get them in.

### IV. Student/public comment:

Deanna mentioned concerns regarding the nutrition program.

Complaint was made regarding a Financial Aid disbursement last year. Complaint that some office areas are locked. Complaint regarding a Math instructor.

Theresa also voiced a complaint regarding the Math instructor. Requested college reimburse students if college drops student from class. Ready to give up if not fixed.

Dean requested we make sure they have all information needed to follow proper channels.

**V. Executive Session:** Began at 2:45; reconvened at 3:30.

**VI. Action Items:**

**A. Approval of Meeting Minutes:** *Motion made by Dean to approve 9/11 and 9/20, second by Michael, all in favor, motion carried.*

**B. Approval of Finance Office Report:** Kami gave the finance update, spoke to highlights. Audit takes place in November.

*Motion made by Dean to approve Finance Report; Second by Nicole. All in favor, motion carried.*

**C. Large Expenditure:** *Motion made by Dean to approve Large Expenditure for Protection Systems, fire alarm system at Extension for \$9,380.00. Second by Nicole, all in favor, approved.*

**D. Contracts:** Provided for COT review.

**E. Approval of President's Report/Monthly Dept. Reports:** *Motion made by Dean to approve Monthly President and Department Reports; Second by Nicole. All in favor, motion carried.*

**F. Policy Changes/Approvals:**

- **Human Resources Policies-**

- i. **401k Retirement Benefits:**
- ii. **Annual Leave:** asking to up carryover annual leave from 120 to 160.
- iii. **Complaint and Grievance:** tightened policy, clarified process.
- iv. **Conflict of Interest:** for entire college.
- v. **Demotion:** 'new position' verbiage changed to 'different position'.
- vi. **Employee Assistance Program:** wasn't in policy form previously.
- vii. **Employee Compensation:** start of salary scale being created by HR. Once approved, we will propose a new salary scale, which connects to the job description, pay levels, etc.
- viii. **Final Pay:** how employees can expect to be paid upon leaving employment.
- ix. **Harassment and Bullying:** new policy, in addition to Sexual Harassment Policy.
- x. **Health, Dental & Life Benefits:** wasn't in policy form previously.
- xi. **On-the-Job Injury Policy:** Tightened up to match the tribe's Drug-Testing Policy and Workmen's Compensation Policy.
- xii. **Personnel Files:** to help ensure files are in compliance for HLC, separating faculty from HR files.
- xiii. **Post-Accident Drug-Testing Policy:** supplemental to On the Job Injury Policy.
- xiv. **Sexual Harassment:**
- xv. **Voluntarily Leaving Employment:**
- xvi. **Employment Preferences:** added that Canadian-indigenous fits into the Native preference category.  
The Interview matrix was also reviewed by the Board. Dean recommended some changes to ensure the matrix matches the policy.

*Motion made by Dean to approve all HR policies as presented, Second by Nicole. All in favor, motion carried.*

- **Finance Policies-**

- i. **Travel Expenditures:** Joy recommended clarifying verbiage of traveling over 12 hours in one day, and clarify expenses.
- ii. **Fixed Assets:**
- iii. **Purchasing Policy:**

*Motion made by Dean to approve Travel Expenditure Policy with changes discussed, and other Finance policies as presented; Second by Nicole. All in favor, motion carried.*

Tracy will look into the Fixed Assets Policy to make sure depreciated items that are disposed of are properly tracked.

**G. Grants: N/A**

**H. Signatures:**

- i. Mileage sheets
- ii. Regular Meeting Minutes for 9/11/17 and Special Meeting Minutes for 9/20/17
- iii. Large expenditure

**VII. Board Governance:**

HLC has requested to meet with Site Visit Team Oct. 30, 12:00-1:00.

Tracy requested a preparation meeting with Board on a Friday afternoon prior to the HLC visit,

Presidential Search: Sue asked to choose a student member for the search team at the next meeting.

Discussion to change COT meeting days to Tuesdays starting in January.

Interim President's Evaluation meeting: Sue hoped to meet Monday before the HLC visit, Joy will contact Sue.

COT Terms: all terms are up in December; Executive Committee Officers elections are held at beginning of Fiscal Year. Sue asked Tracy to get COT advisement today; consensus was to wait until full attendance.

*Motion to adjourn by Mike, Second by Nicole. All in favor, adjourned at 4:34.*



Secretary's signature

11/13/17

signature date