

# WETCC Council of Trustees

## Regular Meeting Minutes

2/13/2017

2:00 p.m.

WETCC Mitigomizh Conference Room

- I. **Roll call:** Sue Heisler, Dean Johnson, Joy Anne Annette, Joan LaVoy, Nicole Martinson. Absent: Merlin Deegan, Michael Fairbanks. **Others present:** Tracy Clark, Kami Lhotka, Patty Schultz (recorder).
- II. **Call to Order:** Sue called the meeting to order at 2:01 p.m.; a quorum was present.
- III. **Approval of agenda:** Agenda approved with one change: move item B. i. down to Discussion, item VI. ii. Motion made by Nicole to approve agenda with one change; Second by Joy Anne. All in favor, motion carried.
- IV. **Public Comments:** none. Staff introduced themselves to the Board.
- V. **Action Items:**
  - A. **Approval of January 9, 2016 Meeting Minutes:** Motion made by Dean to approve with no changes; Second by Joan. All in favor, motion carried.
  - B. **Board Business:**
    - i. Board Self-Assessment data was shared.
  - C. **Approval of Finance Office Report:** Kami reviewed the monthly Finance report, attached. Motion made by Joy Anne to approve; Second by Nicole. All in favor, motion carried.
    - i. Audit Report: Kami explained findings and remedies already taken or to be taken to correct the findings. Several have already been removed. *Motion made by Joan to approve; Second by Dean. All in favor, motion carried.*
    - ii. Bank documents for authorized check signers: *This was done at the end of the meeting.*
  - D. **Large Expenditures:** *Motion made by Dean to approve both large expenditures, listed below; Second by Joan. All in favor, motion carried.*
    - i. Brady Martz, WETCC Foundation audit - \$11,300.00
    - ii. Unity Education Solutions, Inc., Annual maintenance agreement for CAMS - \$30,995.41
  - E. **Contracts:**
    - i. Tracy Clark-MSUM: *not ready at this time. Motion made by Nicole for Tracy to work with the COT Executive Committee to approve her contract and summer salary; Second by Joan. All in favor, motion carried.*
  - F. **Approval of President's Report/Monthly Department Reports:**
    - i. Approval of Monthly President's Report: *Motion made by Dean to approve; Second by Nicole. All in favor, motion carried.*
    - ii. Approval/signature of President's travel

**G. Policy Changes/Approvals:**

- i. Disability Services Policy revised: *Motion made by Joan to approve; Second by Dean. Joy Anne requested further discussion regarding what changes were made, if the building is up to code, and recommended an edit to a numbering typo. All in favor, motion carried.*
- ii. Financial Aid Policies and Procedure Manual: Peggie explained most of the content is federal policy and/or law, and the manual has already been approved by Federal Financial Aid through 2022, Joy requested individual policies be pulled for board review. Tracy asked Peggie to have the individual policies ready for the next board meeting. *Tabled.*
- iii. Proposal for Summer Tuition Waiver: *Motion made by Joan to approve with the following wording on page 2, sentence 1: "...evaluation period at end of each summer session." Second by Nicole; all in favor, motion carried.*
- iv. Proposal for Trustees' stipends: *Motion made by Dean to approve, with the addition of the following: "...Trustees must take PTO to collect the stipend," and "...retroactive to fiscal year." Second by Joan; all in favor, motion carried.*

**H. Grants: N/A**

**I. Signatures needed:**

- i. Regular Meeting Minutes (1/9/2016): *Signed by Joy Anne.*
- ii. WETCC Conflict of Interest (Merlin): *Merlin was absent.*
- iii. Mileage sheets: *Nicole left hers to be signed; Patty emailed one to Joan.*

**VI. Discussion Items:**

- i. In-Service Board Training

**VII. Executive Session:** Council entered Executive Session at 4:15 p.m. and reconvened at 4:45 p.m. Joan left meeting at 4:30 p.m.

**Results from Executive Session:**

- i. The following actions took place in Executive Session:
  - a) *Motion made by Dean to accept the newly proposed part-time position of Student Success Liaison, under the Cultural Coordinator; Second by Joan. All in favor, motion carried.*
  - b) *Discussion regarding salary for Retention Coordinator, and the Social Media Policy.*

**VIII. Adjournment:** *Motion to adjourn made by Nicole; Second by Dean. All in favor, adjourned at 4:45 p.m.*

Minutes submitted by: Patty Schultz

Minutes approved by: \_\_\_\_\_ date \_\_\_\_\_

