

WETCC Council of Trustees Meeting Agenda

March 24, 2020 11:00 a.m. Virtual Meeting

MEETING MINUTES

Call to order: Sue Heisler, Chair at 11:06 a.m.

COT Present: Sue Heisler, Dean Johnson, LeAnn Person, Brent Gish, Joan LaVoy, Joy Annette (11:20).

Others Present: Lorna LaGue, Teresa Spaeth, Jen McDougall, Gina Murray

This meeting was held virtually via GoToMeeting. The Special Meeting was called to deal with issues on campus surrounding the COVID-19 (coronavirus) situation.

I. Action Items:

i. Resolution for COVID-19

Lorna presented a resolution declaring courses be delivered via online methods through the remaining semester. Brent asked that we add: "and to continue to monitor the situation on a regular basis". Discussion on essential staff and how White Earth RBC is handling the situation. Lorna explained staff have been assigned telework since March 16th out of an abundance of caution to protect staff and students as the coronavirus started. At this point we are facing uncertain times as we have no way of predicting how long social distancing is to be continued. Motion by Brent to approve the resolution with the change cited above. Second by Dean. Motion passed 5-0.

ii. Grading and Grade Submission Policy – Revision

Lorna presented a revision to the Grading and Grade Submission Policy to add S/NS options due to the pandemic situation. Teresa Spaeth, Interim Academic Dean, explained how online courses would be conducted, including interactive science labs. The S/NS option will alleviate some strains for students who are uncomfortable with online learning.

Joy Annette joined the meeting at 11:20 a.m.

Staff and Faculty will also work with students to offer extra time to complete coursework or consider an "incomplete" which is already supported by policy. Teresa explained the MN State Chancellor is also supporting us as well as Presidents from other MN systems. We are surveying students to determine computer and internet options. College staff are concerned about the retention of students and are trying to propose reasonable solutions to ease the burden on students while upholding academic rigor. A Q&A sheet will be shared with students to provide more information as they consider their options. Motion by LeAnn to approve the additional grading criteria of "N" to "NS". Second by Joy. Motion passed 6-0.

iii. Essential Personnel Policy – Proposed New Policy

Lorna presented a new policy that will establish tiers for personnel. This will be used to help determine staffing as we proceed through the pandemic. Discussion was held on reasonable accommodations, FMLA options, and how the policy was designed to not only impact the immediate situation, but also future situations that may arise. Jen McDougall was present to explain unemployment options. As a non-profit, the College does not pay unemployment insurance, but does reimburse the actual unemployment amounts paid out.

Joan left the meeting at 11:54 a.m.

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Motion by Brent to approve the policy as submitted. Second by LeAnn. Motion passed 4-1 with Joy Annette opposed.

iv. Administrative Leave Policy – Proposed New Policy

Lorna presented a new policy to define administrative leave. This policy is needed to ensure we have uniform guidance on staffing. Although we have used administrative leave in the past, there was not a policy in place. Motion by Dean to approve as submitted. Second by LeAnn. Motion passed 5-0 with all in favor.

v. Graduation Requirements Policy – Revision

The revisions presented in this policy have been in effect but have not been formalized in policy. Teresa and Lorna were cross referencing the Academic Catalog and discovered the oversight. Joy asked about the notation referencing the change to 20 WETCC credits required, Lorna advised it remain as we have students who enrolled in previous years. The Computer Literacy Course is now 2 credits. Motion by Dean to approve the policy with the change for the Computer Literacy course. Second by Joy. Motion passed 5-0 with all in favor.

vi. Withdrawal Date – Proposed April 24, 2020

The current academic calendar specifies April 3, 2020 as the last day to withdraw. After discussion with Academics and Student Services, the staff are proposing the date be changed to April 24, 2020, which aligns with changes being made by other colleges. The proposed date was approved for change on the academic calendar. Motion by Joy. Second by LeAnn. Motion passed 5-0 with all in favor.

vii. Reimbursement for Cafeteria Fee – Proposed 50% Refund

Lorna explained how students are not on campus and therefore not receiving meals. It is suggested we reimburse a portion of their cafeteria fees. Discussion was held on whether the refund should go to financial aid funding sources or to students, but the awards are to the students and we take tuition and fees off the top when their financial aid is received. Motion by Dean to refund students 50% of the cafeteria fee paid. Second by LeAnn. Motion passed 4-1 with Joy Annette opposed.

viii. Staffing Discussion

Lorna explained we are evaluating the staffing options. Some staff are very productive teleworking, but some staff are not. Difficult decisions will have to be made in the near future as the College cannot afford to continue to pay everyone on administrative leave.

II. Calendar Updates:

- A. Next COT Meeting – April 14, 2020 – 2:00 p.m. We will monitor the COVID-19 situation to determine meeting logistics.

Conversation on graduation. Staff are committed to holding some type of a graduation ceremony for students, even if it has to be virtual.

III. Adjournment

Motion by Joy and second by Dean to adjourn the meeting at 12:38. All in favor. Meeting adjourned.

 4/14/20