

# WETCC Council of Trustees Meeting Agenda

Tuesday, November 16, 2021, 2:00 p.m. Virtual & In-Person Meeting

## MEETING MINUTES

With only Sue Heisler, Monica Hedstrom, and Brent Gish present at 2:00 pm, a quorum was not available to start the meeting.

Dana joined virtually at 2:11 pm.

**Call to Order**, with a quorum present, Chair Sue Heisler called the meeting to order at 2:12 pm.

**Present:** Sue Heisler, Monica Hedstrom, Brent Gish, Dana Goodwin (virtual)

**Others Present:** Lorna Lague, Laura Driscoll, Paul Pemberton, Jon Krulich, Kurt Halvorson, Indosa Montoya (Recorder)

Feedback from Dr. Christine Imbler from our mock HLC visit. We have a strong report, the structure, layout of the report is great, now we need the evidence. Add data for evidence within the report. Within the report take out the wording "not complete" and replace it with "in progress" and define the progress made. The mock visit went well, she was very impressed.

- I. **Approval/Amendments to agenda** – approval to meeting agenda, Motion to approve by Brent, Second by Monica. Motion carried 4-0.
- II. **Public Comments (5 minutes each)** - None
- III. **Introduction of New Employees:** Jon Krulich, HR Technician. Jon previously worked at the SSC in benefits, some experience in generalist. He is a veteran. Jon is excited about working here and looking forward to employment. He said the college has a calming effect.
- IV. **Department Updates:** Paul Pemberton, Facilities –facilities have been busy assembling office equipment, installed a new water heater for the kitchen however, still having problems with the hot water in the kitchen. Renovated a room to make more office space. Solar Classes going on in CE, Nate is attending, Nate will be possible leaving for a different position. We started working with EAPC, did an all staff meeting to get ideas from staff and students (Phase 4), this will be ½ the turtle's body adding approx. 20,000 square feet for 6.5 million (estimated).

Joy entered at 2:29 PM

LeAnn joined virtually at 2:30 Pm

Kurt Halvorson, Security – The building is set up it is easy to take care of, the students are wonderful and want to be here. Something I learned being here for 5.5 years is that it is better to let people come to me, instead of intervening. I am continuing to learn every day.

## V. Action Items:

### A. Approval of Meeting Minutes:

- i. Special Meeting of August 11, 2021 (Casino) – no quorum
- ii. Special Meeting of August 15, 2021 (Sunday) – virtual meeting – LeAnn will get them to type up.
- iii. Regular Meeting of October 26, 2021 – Motion to accept minutes. Motion to approve meeting minutes by Monica. Second by LeAnn. Motion Carried 5-0.

### B. Financial Statements:

- i. Financial Narrative & Presentation of Reports – No financial due end of year audit. Final reports in December.

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1. October Foundation Report
2. October Check Register

Motion to approve by Brent. Second by Monica. Motion Carried 5-0.

**C. Large Expenditures:** None

**D. Contracts:**

- i. UMC – Head Start Grant (1 yr. ext.) - \$54,346 – April the grant was presented to the board, looking to extend 1 year if it is okay with the board.  
Motion to approve the extension by Monica. Second by Dana. Motion Carried 5-0.

- ii. Wiya & Assoc – Board Professional Dev - \$5,500 – COT Board Training on 1/21/22.

Motion to approve by Joy. Second by Monica. Motion Carried 5-0.

Lisa Brunner joined virtually at 2:50 pm

**E. COT**

- i. Vacancy Update – No one has applied lately. Sue has been brainstorming recently. Last month candidate is not a tribal member or descendant so is not eligible.

LeAnn exit @ 3:01 PM

**VI. Other**

- A. President's Report & Monthly Department Updates – October started a new project, updating all position descriptions into a new format. Staff is listing out their duties and tasks along with estimations of times spent performing those duties so we can better analyze the workloads. Due to the “chip” issue, the computer order is stalled. October was a heavy reporting month.
- B. ACCT Membership – discussed the email I sent on the behalf of the board.
- C. COVID Discussion – we need to start spending the funds. CDL training is big for the tribe, look for big purchases, Dana would like to see the parameters for each pot of money. Lorna is asking for direction on what the board is willing to consider. Joy suggested research into dust inhibitors. Look at scheduling a meeting for the first of the year for a brainstorming meeting on how to spend down covid funds. For example, a sound system.

Lisa exited at 3:45 PM

**VII. Policies:**

- ii. Vacation Leave Proposal – Remove the date June 30<sup>th</sup> from the last sentence. #2 add wording “excess balance” or over 160. Board member Joy suggested a Covid vacation, utilizing the covid funds. It was discussed how at this time we are unable to close the college for two weeks due to recruiting and the Spring Semester. Motion to approve by Monica. Second by Brent. Motion Carried 3-1.

Joy exited at 4:04 PM

Sue exited the room at 3:46 PM, Entered at 3:47 PM

600.04 Adjunct Faculty Policy – Annual Review – Clarification on verbiage  
Motion to approve policy by Monica. Second by Brent. Motion Carried 4-0.

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600.05 Academic Honesty Policy – Annual Review- updated verbiage  
Motion to approve policy by Monica. Second by Brent. Motion Carried 4-0.

600.06 Academic Freedom Policy – Annual Review- Not speaking on behalf of the college.  
Motion to approve policy by Monica. Second by Brent. Motion Carried 4-0.

Joy reentered the room at 4:07 PM

600.08 Credit for Prior Learning Policy – Annual Review – updated verbiage, with corrections  
Motion to approve policy by Monica. Second by Brent. Motion Carried 4-0.

600.09 Course Test Out Policy – Annual Review – adding the word verbiage like the, and WETCC  
Motion to policy by Dana. Second by Brent. Motion Carried 4-0.

600.11 Classroom Instruction Policy – Annual Review – accepted as written  
Motion to approve policy by Brent. Second by Monica. Motion Carried 4-0.

600.14 Grade Appeal Policy – Annual Review – Step 2 -30 days in more than enough time, change to 10 days? How long does an informal appeal take? Written as accepted with changes  
Motion to approve policy by Monica. Second by Brent. Motion Carried 4-0.

600.15 Academic Expulsion Policy – Annual Review – Student Code of Conduct addresses Academic Dishonesty. – Being tabled until can compare the Student Code of Conduct policy.

600.18 Incomplete Contract – accepted as written with changes.  
Motion to approve the policy by Brent. Second by Joy. Motion Carried 4-0.

600.19 Independent Study Policy – Annual Review – the faculty who taught the course. Is there a standard that must be met in accordance with HLC. Tabling this to clean up

600.20 Graduation Requirements Policy – Annual Review – It was changed on 8/13/19 from 12 to 20 credits to meet the minimum for WETCC. Higher the credit limit to 25 from 20.  
Motion to accept the policy under 25 credits anyone enrolled will not be affected.  
Motion to approve the policy by Joy. Second by Dana Motion Carried 4-0.

610.01\* Library Use Policy – Annual Review \*Renumber – Needs new policy number – accept as written  
Motion to approve the policy by Monica. Second by Brent. Motion Carried 4-0.

610.02\* Copyright and Intellectual Property Policy – Annual Review \*Renumber – need new policy number – accept as written

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Motion to approve the policy by Joy. Second by Monica. Motion Carried 4-0.

610.03\* Library Gifts and Donations Policy – Annual Review \*Renumber – Need new Policy Number – 250 changed to make it consistent with pg. 1

Motion to approve the policy by Monica. Second by Dana. Motion Carried 4-0.

500.01 Accounting Requirements Policy – Annual Review – tabled

500.02 Budget Administration Policy – Annual Review – Part 3 COT – monthly review and approve financial reports & budgets. Part 4 – are aligned, change president to COT, Part 1 – remove “it is the purpose of” Part 2 – each budget, all budget, - Motion to approve with changes

Motion to approve the policy by Joy. Second by Brent. Motion Carried 4-0.

500.03 Fixed Assets Policy – Annual Review

500.04 Contract for Services Policy – Annual Review

500.06 Accounts Receivable Policy – Annual Review

500.07 Deposit and Receipts Policy – Annual Review

500.08 Petty Cash Policy – Annual Review

500.10 Payroll Policy – Annual Review

500.11 Travel Expenditures Policy – Annual Review

500.12 Disbursements and Payments Policy – Annual Review

500.13 Bad Debts Policy – Annual Review

500.14 Institutional Mail Policy – Annual Review

500.15 Payroll Advance Policy – Annual Review

500.17 Business Office Holds – Annual Review

510.02 Bookstore Policy – Annual Review

## VIII. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – December 21, 2021 – 2:00 p.m.
- B. Board In-Service – Wiya & Associates – January 21, 2022
- C. HLC Focused Visit – Monday, Feb 28, 2022, & Tuesday, Mar 1, 2022
  - i. Notice of Reviewers included

## IX. Adjournment

Motion by Joy, second by Dana to adjourn the meeting. The meeting was adjourned at 5:35 PM

Approved  
on  
12/21/21  
Sue Hester