

# WETCC Council of Trustees Meeting Agenda

October 24, 2016

2:00 p.m.

WETCC Wadiswan Meeting Room

Meeting Facilitator: Sue Heisler

Trustees present:

Others:

- I. Call to order:
- II. Approval/amendments to agenda:
- III. Public Comments: (5 minutes each)
- IV. Action Items:
  - a) **Approval of Meeting Minutes:** September 12, 2016
  - b) **Approval of Finance Office Report – Kami Lhotka**
  - c) **Large Expenditures:**
    - i. Artekta Phase III
    - ii. Alliance Technology-Firewall: \$10,780.65
  - d) **Contracts:**
    - i. Guardian Pest Control \$105.00/month/12 month contract (no action)
    - ii. eMobile-CAMS Master Service Agreement & Statement of Work: (no action, previously approved)
    - iii. Alliance Technology-Antivirus: \$1,600.00 (no action)
    - iv. Alliance Technology-Aruba Wireless Points: \$5,932.69 (no action, previously approved)
  - h) **Approval of President's report/Monthly Department updates:**
    - i. Approval of Monthly President's Report – Tracy
  - i) **Policy Changes/Approvals:**
    - i. Unrecoverable Debts Policy Change Request-Kami Lhotka
  - j) **Grants: N/A**
  - k) **Signatures needed:**
    - i. Time cards – Patty Schultz
    - ii. Mileage sheets – Patty Schultz
    - iii. Regular Meeting Minutes 9/12/2016) – Patty Schultz
    - iv. Bank account signatures
- IV. **Discussion Items:**
  - i. HLC Update on IT vision
  - ii. Financial analysis and sustainability
  - iii. COT Vacancy (new application)
  - iv. Pow wow
  - v. In-service Board training date
  - vi. Training DVD for new Trustees
  - vii. GISS-TCU 2 Board/President training update in New Orleans, Oct. 5-8, 2016
  - viii. Board Self-Assessment
  - ix. AIHEC Code of Conduct
  - x. HLC Accreditation informational brochure
  - xi. Institutional data
- V. **Executive Session: Report of New or Reinstated Positions:**
  - i. HR
    - a) Demographics
    - b) Proposed Salary Scale
    - c) Org. chart: move Marketing back under Development (action)
    - d) Job descriptions-Finance Asst./CAMS/Data Analyst and Bookstore/Procurement
- VI. **Adjournment:**