

WETCC Council of Trustees

Regular Meeting Minutes

12/12/2016

2:00 p.m.

WETCC Mitigomizh Conference Room

- I. **Roll call:** Sue Heisler, Dean Johnson, Joan LaVoy, Michael Fairbanks, Merlin Deegan. **Others present:** Tracy Clark, Patty Schultz (recorder).
- II. **Call to Order:** *Sue called the meeting to order at 2:25 p.m.; a quorum was present.*
- III. **Approval of agenda:** *Motion to approve agenda with removal of the Hoban's contract made by Dean; Second by Joan. Agenda was approved with the removal of the Hoban's contract.*
- IV. **Public Comments:** none
- V. **Action Items:**
 - A. **Board Business:**
 - i. **Swearing-in of Merlin Deegan, seat of Community Member-at-Large, expiring in 2019.** *Sue conducted the swearing-in.*
 - ii. **Election of Officers:** *Joan nominated that Sue continue as Chair.; Second by Dean. All in favor, Sue accepted, motion carried.*
Mike nominated that Dean continue as Treasurer; Second by Joan. All in favor, Dean accepted, motion carried.
The Secretary position was tabled until Joy Anne is present.
 - iii. **Board Self-Assessment:** Trustees received a copy to complete and return to Patty.
 - B. **Approval of Meeting Minutes:** *Motion made by Joan to approve the meeting minutes of November 18, 2016. Second by Dean. All in favor, minutes approved.*
 - C. **Approval of Finance Office Report-**Kami Lhotka: Kami reviewed Balances, Profit & Loss, and Year-to-Date figures. We have opened a new account at Mahnomen Bank. Kami expects to complete the last construction pay app in January. Kami will be working with Shad and the auditors regarding finalizing the construction loan. Kami explained the Profit and Loss figures would make more sense if we changed our fiscal year to July 1. Payroll is currently under budget, as we are not fully staffed. Tracy, Kami, and Lorna are educating themselves regarding functions of Foundation Boards, after the auditors pointed out the missing pieces. Sue and Dean requested more information regarding Foundation Board as well. We have purchased a firewall, and repaired the sidewalk at Extension. Students are growing to appreciate the meal program. Dan King is suggesting implementation of a similar program for Red Lake TCU. Student count after census date had dropped from 118 to 80. Michael suggested holding a FAFSA information session at RTC, with Leslie's help. John Gritts feels we have much room for obtaining help with retention and financial support. *Motion made by Mike to approve Finance Office Report; Second by Dean. All in favor, motion carried.*

D. Large Expenditures:

- i. Auditor's invoice: \$8,000.00: *Motion made by Dean to approve; Second by Joan. All in favor, motion carried.*

E. Contracts: Waadook Building heating/cooling system bids: Kami provided three bids for replacing the heating/cooling system at Waadook. Bids were inconsistent regarding size of units. Mike made a motion to move forward with Hoban's, then later retracted the motion. COT agreed that we have an obligation to the lowest bidder to re-bid for a 5 ton/120 BTU unit, to be comparable. Sue abstained from discussion. *Motion made by Dean to accept the lowest bid subject to resubmission of bids based on same specs, or the next lowest bid. Second by Joan. All in favor, motion carried.*

F. Approval of President's Report/Monthly Department updates- Tracy Clark: Tracy, Kami, and Lorna have been working hard to complete reports without vital historical documentation of required information; we are recording as we move forward. Tracy shared the HLC's response letter, and explained that Kami will address the items in question once more. We are tabling the Wellstone building renovation at this time, as we cannot justify the large expense in comparison to the need. We must re-prioritize to make it fit into our planning. Tracy may be able to host a social work meeting in January. *Motion made by Merlin to approve President's Report; Second by Joan. All in favor, motion carried.*

G. Policy Changes/Approvals:

- i. Exclusion and Restriction Policy for Food Handlers: Needed for FDA compliance. *Motion made by Joan to approve; Second by Merlin. All in favor, motion carried.*
- ii. Policy Development and Implementation Policy: Needed for accountability regarding policy standards. *Motion made by Dean to approve; Second by Mike. All in favor, motion carried.*

H. Grants: N/A

I. Signatures needed: Mileage sheets, 11/18/16 meeting minutes, were signed and collected.

VI. Discussion Items:

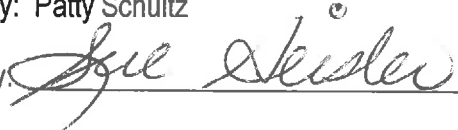
- a) **BIE Report**
- b) **Strategic Plan Update**
- c) **In-Service Board Training**
- d) **WETCC Holiday Party**
- e) **COT Committee structure**
- f) **Pow-wow:** Michael will hold a meeting soon for all interested from WETCC. Date is set for April 15 at SSC (same day as Fathers' Event), room has not been booked. Mahnomon Community Council is willing to donate \$10,000.00 to help cover expenses.

VII. Executive Session: Presidential Search discussion: Council entered Executive Session at 3:55 p.m. and reconvened at p.m.

Results from Executive Session: Motion made by Dean to offer Tracy an additional year as Interim President; Second by Joan. All in favor, motion carried. Tracy will accept the offer, subject to approval of MSUM. President's goals and priorities to be discussed at the next meeting, along with plans to open posting for permanent president. Tracy recommended a search committee that includes some people from WETCC.

VIII. Adjournment: Motion to adjourn made by Joan; Second by Merlin. All in favor, adjourned at 4:30p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:  date 1-9-2017