

# WETCC Council of Trustees

## Meeting Minutes

January 11, 2016      2:00 p.m.      Administration Building

### Call to order:

Joan called to order the regular meeting of the WETCC Council of Trustees at 2:10 on January 11, 2016 at WETCC Administration Building.

### Roll call:

The following persons were present: Dean Johnson, Tracy Clark, Sue Heisler, Joan LaVoy, Joy Annette (3:15), Michael Fairbanks (3:30).

### Approval of agenda:

The agenda was rearranged to allow for a closed Executive Session after meeting Melinda Rustad, and Sheila to discuss the status of the 2 + 2 program with UMC and the proposed 8 week class schedule model, and Policy Review. Motion made by Dean to accept the agenda with these changes; Second by Sue. All in favor, approved.

### Approval of minutes from past meetings:

All reviewed minutes from the meetings of Nov. 3, 2015, Nov. 16, 2015, Nov. 23, 2015, and Dec. 14, 2015. Tracy made a motion to approve all minutes with one edit to Nov. 23, 2015 minutes; Second by Dean. The minutes were approved as read, with the exception of Nov. 23, 2015, of which COT requested removal of sentence 3 in item number 1.

### 1. Old Business/Open issues:

1.1 Job Postings-internal/external: Tracy asked for clarification regarding internal vs. external postings, how we determine who is eligible for internal postings, and if the process for both includes an application/resume, and committee interview. Terry will find out, and report back to the Council.

### 2. New business:

#### 2.1 Dean of Student Services, Melinda Rustad:

2.1.1 **Financial Aid Update:** Melinda reported Spring 2016 Financial Aid is near completion, the damage is less than it appeared initially, more checks/balances are now in place, and communications with students have improved. PELL is expected to be complete by next Monday and disbursed one week after Drop/Add date, followed by R2T4 and MISF. We are working on verifications for Spring 2016. Terry stated we need closer interaction between Student Accounts and Student Services activities.

2.1.2 **Payback of Financial Aid over-awards:** Melinda will bring a formal proposal regarding payback to COT for approval after end of next week. We currently have no policy regarding this. Melinda and Martha are creating policy manual for Financial Aid with help from John Gritts, as well as creating and revising policy/procedure manuals for Admissions and Registrar. Tracy confirmed that we continue to look further back into

student accounts to ensure past compliance. She expressed concern over how to best rectify the situation, without setting a precedent by paying it all back this time.

**2.1.3 SAP:** Melinda and Martha are working on a policy based on handbook procedures to intervene and track students more closely, redefine roles and tailor academic plans to individual students. This is an important retention activity for WETCC.

**2.1.4 Enrollment numbers:** We have 36 new students. 50% of the returning students are on SAP.

**3. Closed Session:** Council entered executive session from 2:47-3:17 to address Council consultation concerning a faculty contract. Council confirmed that HR is following proper procedure in this matter.

**4. Sheila Michaels, Academic Dean:**

**4.1 2 + 2 Program with UMC:** An articulation agreement with UMC is in progress for Third and Fourth year classes to be made available to interested students at WETCC. We expect the agreement to be finalized and brought before the Council at the March meeting.

**4.2 8 Week Class Schedule model:** Since many of our students drop off after 50-60% through the semester, Faculty Senate voted to approve a 1 year model in which the semester would be split into two 8week long sessions, with the theory that by experiencing a level of success more quickly, they are more likely to return. Other positive effects could be splitting up Financial Aid disbursements, and reducing R2T4. Joan asked that this be brought as a formalized proposal, along with supporting data, to the March COT meeting for Council approval.

**4.3 Revision of Adjunct Faculty Contract:** We currently have 5-7 adjunct faculty. Although the current contract requires an agreement to facilitate 45 hours of class time, there are no consequences for missing classes. Sheila would like to allow adjuncts a 3 hour time block for which they secure their own substitute; and duty hours would be prorated after that. Tracy requested the revision contain the following verbiage as well: 'class projects or out-of-class time requires pre-approval of the Academic Dean.' Tracy made a motion to authorize the Executive Committee to approve the language revision of the Adjunct Faculty Contract when proposed; Second by Joy. Sheila will bring a formal proposal to the Executive Committee for approval.

**5. Discussion:**

**5.1** Mike introduced the idea of starting a WETCC basketball team with other junior colleges as a way to boost enrollment by 10-30 students. We would need a coach, athletic director, and use of a gym. NAC is looking for more teams. Terry will contact Steve at LLTCU for cost/benefit analysis.

**5.2** Elders are showing interest in the class waiver and COT requested information on eligible classes. The waiver option has been advertised on our website, and the radio.

**5.3** Zenas will review the By-laws, and bring edit recommendations to the next meeting.

**5.4** Patty will reconcile the terms with the By-laws and COT Calendar.

6. **Policies/revisions-Denise:** (item was not addressed in this meeting)

7. **Policy Review:**

7.1 Policy recommendation on Admissions and student update: Terry reported that a student who recently applied that may have proposed a significant threat on campus will not be attending. Due to issues of this nature, we feel it is necessary to revise our Admissions Policy, allowing limited discretion in admissions. Council reviewed the proposed changes, and edited sentence 2 to read as follows: 'The college reserves the right to evaluate special cases, and to refuse admission to applicants after consultation with the Council of Trustees.' Sue made a motion to approve the Admissions policy revision as well as the other changes presented; Second by Tracy. All in favor, approved.

8. **Finance Director's Report, Landa Moore:**

8.1 **Title III:** Landa reviewed Title III budget, which mainly consists of salaries, benefits, supplies, and travel. Currently, we are under budget for Title III.

8.2 **General Fund:** Landa reviewed the General Fund. Total income at \$223k; collection at \$120k. Revenues will catch up as we move through the semester. Total expense at \$233k, expenses under by \$61k. Grants that have been applied for but not awarded create heavy pressure for Terry and fundraising. Landa stated we will need a loan, for which the interest will be reduced by grantors' funds. As of September, we were at -\$69k, Landa anticipates collecting \$5k, which will leave us over budget by \$74k. Landa pointed out the major expense of depreciation, which is not an actual expense, but a reserve of capital fund to replace fixed assets.

8.3 Tracy asked if regular Financial Aid reports might help the Council better understand. Landa said the Finance Director should be the person to report on Financial Aid, but she was not privy to that information. She predicts a poor audit due to Financial Aid issues. Terry informed students they would not have to pay back any over-awarded amount. Tracy asked for further discussion. There has been lack of communication regarding student awards and returns. Zenas suggested Financial Aid needs to go through the Finance Office. Landa will add a Financial Aid piece to her regular reports. Joy made a motion to approve the Finance Report; Second by Michael. All in favor, approved.

8.4 **Software Conversion schedule-Landa:** Landa provided a handout of the software conversion schedule. Council would like to see the conversion happen sooner. Michael feels it will make her job easier, and said he would like Jesse Fain to help her with it and assess the software for a potential purchase for RTC. Landa was unaware of an option to receive help, and nothing was budgeted to pay for help. Landa will find out which services, if any, are included in our contract, and get a breakdown. Terry said since it is ultimately his responsibility, he will send them a new strategy for conversion completion by the end of the week.

8.5 **Approval of Resolution for authorization to sign for tax credit loan-Landa:** The resolution should be ready for approval/signing at the March meeting. Landa asked who they would like to appoint. Motion made by Joan to appoint the Executive Committee of the Council Chair, Secretary, and Treasurer as authorized signers on the tax credit loan; Second by Michael. All in favor, approved.

8.6 **Personal comment-Landa Moore:** Landa informed the Council she is seriously considering resigning, due to health issues caused by stressful employment. She expressed

frustration with lack of supervisor's support, being subject to termination twice since she filed a grievance which was not resolved, and nothing seems to be changing to improve.

**9. COT Officer Election:**

**9.1** Zenas pointed out a conflict in the By-laws regarding a 3-year staggered term. A decision needs to be made regarding length of term and a timeline for staggering will need to be identified. Terms have expired for Joy and Dean. Michael made a motion for Joy and Dean to continue; Second by Sue. All in favor, approved. Joy nominated Tracy for the Chair position; Second by Dean. Tracy accepted. Joy made a motion to accept the slate of officers: Tracy as Chair, Joy as Secretary, Dean as Treasurer. Second by Sue. All in favor, approved.

**10. President's Report, Terry Janis:**

**10.1** Terry gave brief update regarding the Tribal College Alliance; he will attend a meeting to finalize the alliance Friday, and hopes to have information prepared for the May COT meeting. Tracy requested more frequent reporting from Terry.

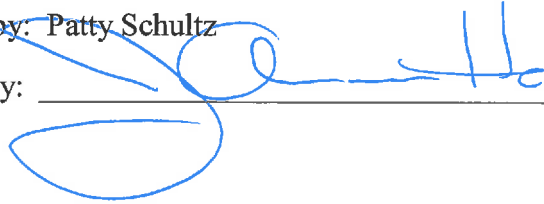
**11. Adjournment:**

Joan adjourned at 5:10.

Minutes submitted by: Patty Schultz

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

date: 2/17/14

A large, stylized handwritten signature in blue ink, appearing to be 'Patty Schultz', is written over the signature line.