

1/13/15 COT Meeting 4:00 pm

Admin Building

Present: Joan, Isabella, Mike, Dean, Kim, Joy (arrived @ 5:08).

Others: Terry, Landa.

Rec by Patty S.

Agenda: Motion to approve agenda made by Mike, Second by Dean. Approved; moved 2 large items up on the agenda.

Minutes: 12/3/14; typo on p. 3, Motion to approve with correction made by Isabella, Second by Mike. All in favor; approved.

Mike swore-in Kim Anderson, Joan welcomed Kim to the Board.

Finance Update:

Landa presented the monthly budget statement based on a cash basis (insufficient prep time due to recent audit) October, which was presented at Dec. COT meeting and was not approved.

Our accounting system can't break down monthly – same for 1st months of year. Dean requested % on reports, which will allow ability to estimate. Landa needs to know reporting preferences to customize info for the Board. When audit is complete, Landa will present balance sheet. Faculty salaries will balance out over time, due to utilization of adjuncts. Landa explained the budget is for a full year. Joan likes what is currently reported as well Landa reminded all that depreciation began on new facility, so we budgeted for deficit.

Terry discussed the Wellstone Building sale update. RTC has offered \$200k, but will reduce our next year's allocation by \$100k. Landa and Deb are considering budget revision proposal.

Landa explained if we do not sell at market value, we must pay back USDA grant dollars (either way, it will impact budget), Landa and Deb will revise budget, look at fundraising. Since we need to move on this soon, Terry will contact Executive Committee.

Landa will include depreciation, and prepaid dues of \$20k. The bottom line is accurate.

Motion made by Dean to accept budget report, Second by Mike, All in favor, motion carried.

Large Expenditures:

- Steve awarded 'Dream of Health' grant subbed out \$7k from USDA \$100k.

Motion made by Dean to pay both, Second by Kim. All in favor, motion carried.

President's Report: Hand out, current happenings

- 1) HLC –received report, prep visit, prep packet, assessment academy (visit classes, all college meeting, final agenda, HLC)
- 2) ORGANIZATIONAL STRUCTURE – audit is done, wage study, job description, education faculty, Title III budget approval, last year's material deficiencies are resolved due to practices placed by Landa. Draft will be ready for March meeting.
- 3) Phase III – MMCDC is the hold-up; they questioned the probation/accreditation process. We have ½ the needed amount. If they don't approve the loan, we need to move ahead with partial construction.

Student enrollment reports: Fall 14 ended with 69 FTE, SP 2015 is at 53, not final # yet.

Contact COT in next two weeks for Strategic Plan SWOT meeting WHOLE DAY Terry will find names for facilitators.

- 4) COT organization; committees, strategic plan, SWOT analysis, election of officers.
- 5) Development projects: ABE/GED support, speaker, Ext. Ed 2015, networking, Aazhoogan, AICF 2+2 Environmental Science opportunity with AICF.

Joy arrived at 5:08

Terry presented the wage study/pay scale.

We will edit the organizational chart to reflect recent changes as marked; Joan wants to approve revised organization chart. Motion made by Kim to approve with: correct admin assistant/receptionist; add line connecting facilities manager, remove 2 interim labels.5:35 *Joan left, to return – Mike in charge* – Motion seconded by Dean. All in favor; carried. Add “approved” date to org chart.

Terry explained how wage study/pay scale was created based on MNDeeds site, took ½ of ½ median wage. Our budget was created based on this

Employees receive a performance review at 90 days, then annually. Scale provides flexibility for Directors. Will create pay grades in future. If COT approves ranges, we will not go above. Provides a range we can operate within. Overall salary has decreased. Some individuals were previously underpaid, increase will be retroactive. We must decide how incentives effect this, in HR policies.

5:32 Joan returned

Dean likes this idea to better manage budget. Terry explained our proposed maximum is not even median. Joy wants cap. Joan sees *low* figures, compared with area HS faculty wages \$37k/9mo.

Mike made a motion to approve the pay scale/wage study, Second by Dean, all in favor, carried.

Terry mentioned there will be an allowance for experience. HR committee will reconvene this week to revise/create a comprehensive HR policy.

Officer Elections:

Nominations for Chair – Kim nominated Joan, Second by Mike. Joy moved that nominations be closed, all in favor, carried.

Nominations for Secretary – Mike nominated Joy, Second by Joan. All in favor, nominations closed.

Nominations for Treasurer: Mike nominated Dean, Second by Kim. Joy nominated Mike, Joan asked for show of hands: 3 in favor of Dean for Treasurer.

New Officers:

Chair: Joan

Secretary: Joy

Treasurer: Dean

Board training: \$5k each. RTC has approved 3 to go at their expense. It was suggested that the Executive Committee attend. Joan will check with Tracy first. Patty will handle travel arrangements.

The RTC has removed the college as a tribal entity on RTC org. chart, making WETCC completely autonomous.

HLC site visit: Feb. 10, COT meeting at 4:00 pm.

Patty will send out email confirmation regarding the HLC visit with COT.

Terry provided a handout of COT authorities chart, explained each item.

The Board must determine which is the most current copy of the By-Laws.

Joan likes info funneling through president, staff must follow process to come to the Board.

Terry introduced a proposal of benefits carryover as an employment incentive (RTC recommended).

Keeping this on an individual basis could lead to favoritism; a policy would avoid that.

It also furthers our autonomy, as WETCC would be paying those 3 months of 90 day probation. RTC is open to reciprocity. Both RTC and WETCC would need resolutions regarding this policy.

The Board does not wish to act on this at this time. Terry will inform RTC that COT is considering, will discuss at next meeting.

Next agenda will include a policies review.

Next meetings scheduled for Feb 10 HLC, March 10, both at 4:00 p.m.


Mike made a motion to adjourn; Second by Dean.

Terry recognized the Board for meeting monthly with a quorum, consistently for so long.

Patty will schedule and email Kim and Dean next week for Board orientation.

Patty will email invitation to Board for Jan. 20 Potluck.

Adjourned 7:00pm



3/10/15