

WETCC Council of Trustees

Regular Meeting Minutes

1/9/2017

2:00 p.m.

WETCC Mitigomizh Conference Room

- I. **Roll call:** Sue Heisler, Dean Johnson, Joy Anne Annette, Joan LaVoy, Merlin Deegan, Michael Fairbanks, Nicole Martinson. **Others present:** Tracy Clark, Kami Lhotka, Patty Schultz (recorder).
- II. **Call to Order:** Sue called the meeting to order at 2:22 p.m.; a quorum was present.
- III. **Approval of agenda:** *Motion made by Joy Anne to approve the agenda; Second by Merlin. All in favor, motion carried.*
- IV. **Public Comments:** none
- V. **Action Items:**
 - A. **Board Business:**
 - i. Election of Officers (Secretary): *Motion made by Dean to re-appoint Joy Anne for the Secretary position; Second by Joan. All in favor, Joy Anne accepted, motion carried.*
 - ii. Board Self-Assessment: Collected by Patty; Tabitha will compile the numbers for the next meeting.
 - B. **Approval of December 12, 2016 Meeting Minutes:** *Motion made by Joan to approve with no changes; Second by Nicole. All in favor, motion carried.*
 - C. **Approval of Finance Office Report:** Kami reviewed Profit & Loss and Balance sheets. Kami approved the audit report draft, and expects it to be ready at the next meeting. Trustees discussed possibly splitting up students' grant disbursements. *Motion to approve Finance Report made by Dean; Second by Nicole. All in favor, motion carried.*
 - i. Authorized check signers: *Motion made by Joy Anne to change in-house authorized check signers to President, Extension Director, and Development Director; Second by Joan. All in favor, motion carried.*
 - D. **Large Expenditures:**
 - i. Gordon Construction Pay App: We received an unsigned, un-notarized pay app, which Kami forwarded for review by legal counsel. Zenas recommended we have it signed and notarized before presenting to Shad. *Motion made by Dean to finalize; Second by Michael. All in favor, motion carried.*
 - ii. Letter from Zenas Baer: (see above entry)
 - E. **Contracts:**
 - i. Tracy Clark-MSUM: Tracy is currently waiting for a final dollar amount for her contract from MSUM. Tracy will email Trustees when she hears back. *No action at this time.*

- ii. BSU MOA: This agreement is a no-cost opportunity for WETCC, which enables our students to automatically transfer 100% of their credits to attend BSU. *Motion made by Nicole to move forward with signing; Second by Merlin. All in favor, motion carried.*

F. Approval of President's Report/Monthly Department Reports: *Motion to approve made by Michael; Second by Joan. All in favor, motion carried.*

G. Policy Changes/Approvals: N/A

H. Grants: N/A

I. Signatures needed: Patty collected necessary signatures and paperwork for revised By-laws, approved at 10/24/16 meeting, mileage sheets, meeting minutes of 12/12/16, WETCC Code of Conduct, and WETCC Conflict of Interest.

VI. Discussion Items:

- i. In-Service Board Training: Per COT directive, Tracy will invite other TCU's to come together for inclusive in-service training, specific to TCU Boards.
- ii. Pow-wow: Tracy asked Michael to take the lead on the project and connect with Rachel regarding plans. The room has been booked at SSC for April 15.
- iii. Nursing program update: Due to the fact that our previous nursing program brought numbers down for the partnering institution, we continue to search for a willing institution to partner with for a nursing program.
- iv. Tracy will be meeting with MSUM regarding bringing in a social work program.
- v. We have offered Workforce Development Office space on campus once per week, as we continue to work towards job training certificate programming.

VII. Executive Session: Council entered Executive Session at 3:40 p.m. and reconvened at 4:40 p.m.

Results from Executive Session:

- i. The following proposed Organizational Chart changes were accepted:
 - a) *Motion made by Nicole to move Tutor Specialist directly under Student Services Dean; Second by Dean. All in favor, motion carried.*
 - b) *Motion made by Merlin to change IT position title to IT Coordinator; Second by Dean. All in favor, motion carried.*
- ii. Priorities and goals for Interim President were identified as follows:
 - a) *Trustees agenda*
 - b) *4 Pillar Strategic Plan with Action Plans:*
 - o *Financial Stability (fundraising vs. statistics)*
 - o *Student Success*
 - o *Reporting Compliance*
 - o *Develop Cultural/Traditional Presence*
 - c) *Lowest bid for Waadook heating system was accepted.*

Jan Trustees not being paid through their employer to be here shall receive a quarterly stipend of \$~~_____~~. Tracy directed Trustees to contact Kami for the stipend. Meeting attendance may be verified through meeting minutes.

VIII. Adjournment: Motion to adjourn made by Merlin; Second by Joy Anne. All in favor, adjourned at 4:45 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:  date 2/13/17

