

Regular Monthly COT Meeting Minutes

10/12/2015 12:30 p.m. Admin. Bldg.

Present: Joan, Michael, Tracy, Sue, Dean, Kimberly Bjerk.

Others Present: Terry, Deb, Landa, Emma.

Call to Order: Joan called the meeting to order at 12:35 p.m.

Approval of Agenda: Agenda was rearranged to move the Executive Session up, Michael only here for 1 hour, approved.

Swearing-In: Joan conducted the swearing-in of Kimberly as Student Representative.

Approval of minutes: Blanket motion to approve minutes of 7/14/2015, 7/28/2015, and 8/6/2015 made by Sue; Second by Tracy. All in favor, approved.

Financial Report: Landa provided handouts of the monthly budget report through September 2015, which does not reflect all bills and payrolls to date, and shows an enrollment increase. We are currently \$50k under budget for expenses, and anticipate being on target for expenses, with a loss projection of \$200k. Health/Dental/Life is all paid current, we anticipate savings with the G & R contract. We have been approved for \$600k Tribal Appropriations. We are anticipating being able to pay more than we planned for Phase III.

Motion made by Dean to approve the Budget Report; Second by Tracy. All in favor, approved.

FY2016 Budget: Deb collected all departmental budget requests, negotiated areas of equipment and training, and determined which could be filled. Grant dollars helped alleviate general funds. The budget includes all salaries, etc. Deb noted Title III expenses are for developmental needs, not operational, and we need to ensure clean audits. We anticipate \$400k in revenue, since BIE and state funds increase with tuition. Budget is very conservative, the pay scale helps. Budget does not include COLA, a \$20k difference. There are possible grant monies available. One new expense is Institutional Surveys, to prepare for the 2017 HLC Focused Visit, this will run around \$45k-\$6k. Total payroll/benefits budget is \$1.3M, up from last year's \$1.1M, due to new Finance Office position, which will help in timely reporting. Last year's budget didn't reflect the wage study.

Motion made by Sue to approve the FY2016 Proposed Budget; Second by Mike. All in favor, approved.

Form 990: Landa requested the Board's acknowledgement of the Form 990, and provided an opportunity for a question/answer period.

Motion made by Dean to acknowledge; Second by Mike. All in favor, acknowledged.

Phase III Financing Resolution: Landa provided a handout, and explained the money trail. Deb mentioned we are looking for additional grants to cover the \$900k loan portion. The purpose of the resolution is to assign funds to the Foundation.

Motion made by Dean to approve Resolution # 204-15-0001; Second by Kim. All in favor, approved.

Kim left meeting at 1:45 p.m.

Safety Deposit Box: Deb requested the Board approve the signature card to be updated, and recorded in the minutes, and an upgrade to a larger box to accommodate abstracts, etc. The Board recommended Deb McArthur, Landa Moore, and Terry Janis on the signature card for a larger box. Motion made by Tracy to approve; Second by Sue. All in favor, approved.

Marco Contract: Cody explained how we will save money in the long run by upgrading our lease to one model of copier for all locations, and purchasing software which will track and limit printing access. Motion made by Tracy to approve contract; Second by Dean. All in favor, approved.

AIHEC Invoice: Landa explained this was included in the FY16 budget. Motion made by Michael to approve; Second by Dean. All in favor, approved.

FY15 Insurance Invoice: Landa explained this bill is for property and vehicles. Motion made by Sue to approve covering the insurance bill through 9/30/2015; Second by Tracy. All in favor, approved.

Pest Control Contract: For Wadiswan and Waadook buildings, mice and insect problems, one year of service. Motion made by Michael to approve; Second by Dean. All in favor, approved.

USDA Grant Project Items: Deb requested a blanket approval of equipment grant purchases which we will need soon. Motion made by Dean authorize blanket approval for the grant budget as listed; Second by Michael. All in favor, approved.

Student Appeal: Martha explained that this student was billed for 4 classes in 2006, but only attended 1. She is a current student, Financial Aid failed to withdraw her at the time. Moving forward, Withdrawal Forms have been, and are required. Motion made by Sue to allow write-off of this bill; Second by Michael. All in favor, approved.

Executive Session: The Board entered Executive Session at 2:15 p.m., and reconvened at 3:20 p.m.
Results: The President reviewed letters sent to HLC, the Board denies Betsy McDougall's request to amend the letter. Motion made by Michael to approve denial of the request; Second by Tracy. All in favor, motion to deny approved.
The Board gave support to President Janis' action in employee grievance, with edit recommendations. The Board also discussed with President Janis a letter he sent to the Board.

President's Evaluation: A Special Meeting will be held Monday, Nov. 2, from 2:00-4:00 p.m.

Organizational Chart: Changes include moving Admin. Asst. under Academic Dean; bringing back in a Finance Office Asst.; and bringing back a Tutor Specialist. Motion made by Sue to approve changes to Org. Chart; Second by Michael. All in favor, approved.

Job Training: Deb is looking at how we can best utilize the Waadook building when it is vacated. She requested approval of further exploration/development of job training certification programs, as listed. Motion made by Tracy to approve; Second by Sue. All in favor, approved.

Sale of Wellstone Building: Michael will email Terry with Jeri Jasken's contact info.

Financial Aid Distribution method: Michael requested we hand out, rather than mail out Financial Aid distributions. Terry said federal regulations allow us to change that policy, and we will use normal processes to request the COT to allow for that policy change.

Michael left the meeting at 3:45 p.m.

Tracy asked if we can update photos of the Trustees for our website. Terry said we will invite Joe to the January meeting to take photos.

President Janis' Report: Terry gave updates including the following items: We are close to completing Strategic Plan, it will be on the next meeting agenda. Betsy McDougall's request (executive session item). Bush Foundation Funds of \$300k for the TCU Alliance. We are close to finalizing the RUS Grant. MSUM Working Group, a general institutional articulation which will help students transition into a welcoming third year environment.

Academic Catalog: Approval requested of 2015-16 Academic Catalog-no changes other than dates and course offerings. Motion made by Dean to approve; Second by Tracy. All in favor, approved.

Landa inquired as to the results of a grievance (an executive session item). Joan responded this issue was sent back to Terry with recommendations for edits, and that he will address it.

Adjourned at 4:45.

Approved

date

