

COT Regular Monthly Meeting Minutes

11/16/2015 2:00 p.m. Administration Building

Present: Dean, Joy, Joan arrived at 2:10, Michael arrived at 2:35.

Absent: Sue, Tracy. Both emailed they could not attend.

Others: Terry. Landa was out due to an injury.

Recorded by: Patty S.

Call to Order: 2:35 p.m.

Approval of agenda: Trustees requested the agenda be made up with supporting documents. Patty has been creating the agenda based on what needs to be addressed, with Terry's approval. There were no documents ready until today. Joan requested the preview packet and budget report be emailed out and made available 1 week prior to each meeting.

Motion made by Dean to approve the agenda; Second by Joy. All in favor, approved.

Trustees reviewed materials until Michael arrived.

Terry discussed the recent letter from HLC, which we expected. A follow up report on financial and non-financial data is due by 12/ 11/15. Terry reported the current student count is 88. The 7-year projection plan which Landa created should allow us to gain increasing financial sustainability, with a conservative growth rate of 5% annually, and rigorous fundraising efforts by Terry, Deb, and Cyndi Anderson, as well as Department Directors.

Terry reported we have only one open position at this time, for the Bookstore position. We have hired Peggy Chisholm as Financial Aid Specialist, Melinda Rustad as Dean of Student Services (both resumes included) and Jodi Lunde has transferred internally into the Registrar position.

Joan had questions about the internal hiring process, and asked if the position was posted externally; she knows of 2 external applicants. Terry will ask for clarification regarding this.

Michael arrived at 2:35; Joan called the meeting to order.

Terry reported that construction is slightly over-cost and under-timeline at this point, due to issues with an IT junction box. The foundation has been poured, and walls are going up.

We will need a resolution authorizing signatories for the tax credit loan; this will be prepared when we find out the closing date, and should be ready for the Regular January COT Meeting.

Terry reported \$10k-\$15k of disbursed Financial Aid funds must be returned. Terry said we are not asking students to return the funds, unless they have clearly defrauded us. Trustees discussed that other colleges require students to return any over-awarded funds. We have not tried asking the students to return the funds. Michael suggested we compile a list and weigh the factors.

Terry reported that Martha has received some training from Patty H., Kim G., and attended a 1 day training at BSU. She and Melinda plan to attend a week long training at the end of November in Las

Vegas, as well as next summer for 1 week in Montana. There is also a regional network of Financial Aid officers for support. Terry has requested a visit from John Gritts to conduct a final review of files.

Trustees requested a timeline for Landa to implement GP software, and also asked about the status of our policies. Terry will ask Landa for her strategy for the implementation timeline. Terry reported the HR policies are about halfway done; he wants Financial Aid policies rather than an operational manual; and he hasn't seen the Finance Office policies.

Approval of 10/12/2015 COT Regular Meeting Minutes: Changes recommended in the 'Financial Aid Distribution Method' paragraph, page 3 to read: "...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." *Motion made by Dean to approve with the changes; Second by Michael. All in favor, approved with changes.*

Terry will contact Lorena Vogt regarding the status of the Wellstone Building, and possible sale to the RTC.

Terry requested approval of the one-time waiver of the 90-day wait period for benefits for the new Dean of Student Services. *Motion made by Michael to approve the one-time waiver; Second by Dean. All in favor, approved.*

Terry requested approval of a 1-year time extension for some staff to allow them to use their Annual Leave time in excess of the 80-hour carryover limit. A pay-out is not in the budget. *Motion made by Joy to approve the one-time extension of a 1 year time period during which the overage must be used or forfeited; Second by Michael. All in favor, approved.*

Terry will email Trustees with time and dates for AIHEC, which takes place in Mpls. this year, as he receives more information.

Next meeting scheduled for 11/23/15 at 2:00 p.m.

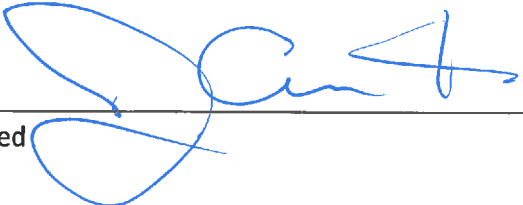
Motion to adjourn made by Dean;

Martha arrived at 3:25 to report on Financial Aid. Many students had been approved for grant disbursement without proper verification, most of those can now be properly verified and approved. Martha reported we expect to pay back \$9598 in Pell, and \$6000 in MN Indian state scholarships.

Martha plans to split up distribution next semester, which should help retention. She reported we have \$19,500 in AICF funds, of which \$2500 will go towards Administrative costs. She said we must pay back some state grant funds from last year, there may be some eligible students this year for state grant, Anheuser-Busch, Coca-Cola, and UPS scholarships. This week we will release more child care grants.

Second by Michael. All in favor, adjourned at 3:40 p.m.

Patty will poll Trustees regarding moving the Regular Monthly COT meeting date/time to 2:00 p.m. the second Monday of every other month.

Approved 

date 1/11/16