

WETCC Council of Trustees

Meeting Minutes

February 17, 2016 4:00 p.m. Administration Building
(rescheduled from 2/8/2016, Storm day)

Call to order:

Tracy called the meeting to order at 4:05 p.m.

Roll call:

The following Trustees were present: Dean Johnson, Joy Anne Annette, Tracy Clark, Joan LaVoy, and Michael Fairbanks.

The following Trustees were absent: Sue Heisler.

Others present: Terry Janis, Zenas Baer. Sheila Michaels, Melinda Rustad, Martha Allen, Landa Moore.

Approval of agenda:

No motion was made to approve the agenda; there was discussion that Item #2 will be addressed at the next regular meeting, due to Denise's absence, and time.

1. Action Items:

1.1. Approval of minutes from past meetings:

Motion made by Dean to approve the 1/11/16 COT Meeting minutes; Second by Joy Anne. All in favor, approved with no edits.

1.2. Revision of By-laws by Zenas Baer:

Page 2, Item M, now 1.1.13: Change to read as follows: *'To provide direction to the President of the college regarding policy, procedures, initiatives, expectations, reporting, data and information, other reports and communications to ensure consistent administration of Council policies and procedures.'*
Motion made by Joy Anne to accept; Second by Dean. All in favor, approved.

Page 3, Item Q, now 1.1.17: Change to read as follows: *'To acquire those legal, technical, or other resources needed to support the Council.'*

Page 3, Item R, now 1.1.18: Change to read as follows: *'To develop policies and procedures to guide higher education programs of the college including policies and procedures for development of curricula. Degree programs, instructional, student assessment, admissions, financial-aid, tuition, and recruitment amongst others.'*

Motion made by Dean to accept changes for 1.1.17 and 1.1.18; Second by Joy Anne. All in favor, changes accepted.

Page 4, Item 2.1: Change sentence two to read as follows: *'At least six of the members of who will be enrolled members or lineal descendants of the White Earth Reservation.'*

Page 4, Item 6, now 2.3.6: Change Category 6 to *'One (1) Trustee will be chosen at large from the community.'* The student currently seated will remain seated until dropped or removed. The COT welcomes the Student Senate President to attend meetings.

Page 4, Item 3.1: Change to read: *'The Council Members identified in Article II will be selected from the following seven categories:'*

Page 5, Item 3.1.6: Change Category 6 to read; *'An at-large community member.'*

Motion made by Joy Anne to accept proposed changes in Articles II, III, and IV; Second by Dean. Discussion for clarification took place.

Page 5, Item 4.2: Change first sentence to read as follows: *'Categories 2 through 7 college Council Members will serve terms of three calendar years.'* Change third sentence to read: *'Terms will be staggered for continuity purposes.'* Remove fourth sentence: *'Category six (6) Council member will serve a term of one year.'*

Page 6, Item 4.5: Change to read as follows: *'Vacancies caused by voluntary resignation, inability of any Council member to serve due to illness, disability or death, or removal for just cause by a quorum of the seated members of the Council shall be filled by appointment of the remaining members of the seated Council.'*

Motion made by Michael to require a majority of the voting Council members to be enrollees. Motion died for lack of Second; 0 in favor, 4 against, 1 absent. Tracy recommended not making the criteria more stringent at this time.

Page 6, Item 5.2: Change first sentence to read as follows: *'The Council Officers will be elected by a quorum of seated Council members at the organizational meeting which will be the first meeting of the Council following September 30th of each year.'*

Page 7, Item 5.5: Change to read as follows: *'The Chairperson: The Chair person or in his/her absence, the Secretary, shall preside at all meetings. The Chair person shall exercise such powers that pertain to his/her office including the following responsibilities:'*

Page 7, Item 5.5.7: Change to read as follows: *'shall execute any documents and take any acts necessary as prescribed and required to ensure the Council is able to conduct business.'*

Page 7, Item 5.6: Change to read as follows: *'The Secretary: In the absence of the Chair person the Secretary shall execute all documents as prescribed and required to ensure the WETCC Council of Trustees is able to conduct business.'*

Page 8, Item 1), now 5.6.1.1: Change to read as follows: *'will preside at meetings of the WETCC Council in the absence of the Chair;'*

Page 8, Item 5.8: Change to read as follows: *'The Treasurer: In the absence of the Chair, shall preside at all meetings and will execute acts and services as prescribed and required to ensure the College Council of Trustees is able to conduct business.'*

Motion made by Joan to accept changes to Article V; Second by Joy Anne. All in favor, approved.

Page 9, Section 1, now Item 6.1: Change to read as follows: *'Regular Meetings: The Council will hold regular meetings no less than once each quarter. The Council will establish the regular meeting schedule at its organizational meeting being the first meeting held annually after the first day of the fiscal year (FY End September 30).'*

Page 9, Section 3, now Item 6.3: *'Notice of Meetings: Public notice of regularly scheduled meetings will be posted on college bulletin boards. Public notice is not required for special meetings, however, reasonable effort shall be made to notify College Council members of special meetings no later than three (3) business days before the meeting.'*

Page 9, Section 4, now Item 6.4: Change to read as follows: *'Quorum: A quorum for any meeting of the Council will require a simple majority of the voting members. Four of the seven voting members of the Council will constitute a quorum, if the Council is fully populated. If a vacancy exists a quorum of the seated members is needed to conduct business.'*

Motion made by Joan to accept amendments to Article VI; Second by Joy Anne. All in favor, approved.

Page 9, Item 7.1: Change first sentence to read as follows: *'A member of the Council of Trustees, with the exception of the Chair person and Secretary/Treasurer of the Reservation Tribal Council, may be removed for just cause, by a majority vote of the remaining Council, whenever such removal is in the best interests of the College.'*

Motion to accept made by Dean; Second by Joy Anne. All in favor, approved.

Page 10, Item 8.1 a), now Item 8.1.1: Change to read as follows: *'Qualifications.'*

Page 10, Item 8.2 h), now Item 8.2.8: Change to read as follows: *'The Student Senate shall appoint a student representative to be an advising member of the Council.'*

Page 11, Item 8.2 i), now Item 8.2.9: Change first sentence to read as follows: *'Thereafter, the Trustees shall serve for terms of three (3) years.'*

Page 11, Final sentence to be changed to reflect approved amendments.

Motion made by Joan to accept changes to Article VIII; Second by Dean. All in favor, approved.

Zenas will send a clean copy for approval.

1.3. Approval of Finance Report: At this time, we are not able to handle the Finance Reporting internally. Terry presented a report which Gina and Deb created, which shows that, at 1/3 through the year, we are expending at the rate that was budgeted for. Terry recommended the COT acknowledge receipt of this provisional report. COT requested a further breakdown of the budget, into individual departments and grants. Finance Report TABLED until next regular meeting in March. Tracy asked for clarification regarding whether all salaries are within the approved pay scale. Terry stated that all salaries are within scale, and we will discuss this at another time.

COT asked for details concerning the GP software contract; Terry will check into training and updates and have the numbers ready for the next meeting. Since this was purchased with a Bremer grant, a report of full implementation must be submitted, and is holding up an additional grant for fundraising.

1.3.1. Sign Resolution for authorized signers for Tax Credit Loan: TABLED until March. Dean asked if it is a conflict of interest that he and Joan serve on the MMCDC Board; Zenas advised it is not necessary for Dean and Joan to recuse themselves.

1.4. Approval of Proposal for payback of Financial Aid errors: Terry explained we need COT approval to pay back \$2000.00 to MISP on behalf of a student who we over-awarded, since

he was listed as FT, but was only PT. He explained that Meredith McArthur's broad audit last fall reflected a worst-case scenario of up to \$83,000.00, and that after applying system fixes and R2T4 fixes, the amount we must pay back dropped to \$2,000.00. He said she did not conduct a quality review of the files.

We have not received a letter of demand, Martha said we are out of compliance. To ensure we are in compliance, Zenas recommended the COT ask Terry for reports going back and forward. Martha suggested we contract with someone bi-annually to conduct a Financial Aid audit and provide a report to the COT. We have not asked the student to pay it back, Terry said we have had a conversation with the student, and we will have him sign an agreement to finish his degree, after which the amount will be forgiven.

The student is out this semester. He will need to sign a payment agreement when he returns Joan asked what agreements we have with students currently; Martha and Melinda stated that now, students are being properly counseled, and students are required to sign a letter, agreeing to pay back any over-awards. Martha said the student will not be flagged as ineligible, we need to pay back the over-award and we can bill the student later.

Trustees voiced concern that by forgiving the over-award, we could be setting a precedence, which could be affected by any past Financial Aid mistakes as well. Zenas stated he needs more information before he can provide legal advice.

Motion made by Dean to pay back the \$2000.00 and continue to bill the student; Second by Michael. 2 voted in favor, 3 abstained; motion died. Tracy and Joan asked Martha to provide documentation from MISP. Martha said the MISP policy states payback of over-awards is due within 30 days.

Tracy chose to resurrect Item 1.4 after Zenas reviewed the MISP policy and confirmed the money must be paid back. Motion made by Dean to pay back the \$2,000.00 to MISP and bill the student; Second by Michael. 4 voted in favor, 1 abstained, motion carried.

1.5. Policy Review:

1.5.1. Approval of Proposed Registration Period Modification: Request to change official Registration deadline from the Friday before classes start to the Friday after classes start. Some concerns expressed by the Trustees were: fairness to all students, what message it may send our students regarding being late, questioning proper motivation, balancing what is right for our students with what is right for our institution, overall campus enforcement of processes/policies. Tracy asked if there is documentation supporting Leadership Team approval; Melinda said it is documented in the Leadership Team meeting minutes.

Motion made by Michael to extend the Student Registration date as proposed, Joan and Tracy requested the proposal be revised to include that late Registration may be made at the discretion of WETCC.

Joan requested to see the existing policy, and the actual verbiage change being requested. Michael retracted his motion.

Leadership Team Meeting Minutes of 1/13/2016 read as follows: 'Article VI., Item d): Add/Drop/Registration deadlines: Melinda proposed we allow students to register through the first week of classes. Sheila proposed a policy change for Leadership and COT approval, for Fall 2016 implementation. Sheila and Melinda will draft a policy, which is to be included with the proposal of the 8-week class schedule model.'

- 1.6. Approval of Contract for Nadine Bill, Consultant for RUS Grant work:** Terry explained this Service Provider contract will be completely funded by the grant.

Motion made by Joan to approve; Second by Dean. All in favor, approved.

Tracy asked that the remaining items be tabled to allow time for Executive Session items.

- 1.7. Finalize President's yearly performance review, discuss process for next one: EXECUTIVE SESSION:** Council entered Executive Session at 7:00 p.m.; reconvened at 9:13 p.m. The COT has tabled review of two grievances, until HR conducts investigations. COT will instruct HR to conduct the investigations, to be reported to the COT by 3/10/2016, and to be addressed at the next regular meeting of 3/14/2016. The third grievance was rejected by the COT.

2. Old Business/Open Issues: TABLED

2.1 HR, Denise Askelson: Review of HR Policy Revisions: TABLED

2.1.1 Student Services Temp. help: HR confirmation/Temp. policy review/interviewing: TABLED

2.1.2 Registrar position: Confirmation of compliance with HR policy re: advertising/hiring internal vs. external: TABLED

3. Discussion Items:

3.1. Process to contact COT re: budget/agenda requests/policy approval: TABLED

3.2. Pay/wage scale over budget:

3.3. Discuss any questions on attached reports:

4. New Business:

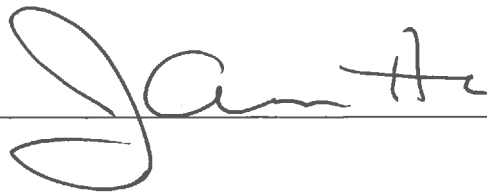
4.1 Update on Wellstone Building, possible use for Arts Studio: Terry quickly explained an available grant opportunity for an Arts Studio in which the Wellstone Building might be utilized. We will be requesting approval of this grant proposal at the March 14 meeting.

5. Adjournment:

Motion to adjourn made by Joan; Second by Joy Anne. All in favor, Meeting adjourned at 9:14 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:

A handwritten signature in black ink, appearing to read "Janice", written over a horizontal line.

date: 3/14/2012