

3/10/15 COT Meeting 4:00 pm

Admin Building

Present: Joan, Dean, Joy, Tracy (left at 5:50).

Absent: Mike.

Others: Terry, Landa, Jamie Faye of Eide Bailley.

Recorded by: Patty S.

Call to order: Joan called the meeting to order at 4:05.

Agenda: Motion made by Joy to accept re-organization of the agenda; Second by Dean. All in favor, motion carried.

Minutes: Motion made by Dean to accept the January 13, 2015 Meeting Minutes; Second by Joy. All in favor, motion carried.

Audit Report: Jamie Faye reported that our audit was completed by January 30, 2015. Jamie gave the following highlights regarding the FY2014 audit report:

- Financial statements were stated accurately. Organizations with expenditures of \$500,000 are required to have an A-133 audit which involves compliance. The FY14 audit was for both financial statements and A-133.
- WETCC has a very large allowance of accounts receivable. She recommends we begin to write those off.
- WETCC had an operating loss for FY14. The operating loss decreased over FY13. A strategy should be developed for reaching a profit.
- WETCC has a significant amount of old checks and a few deposits on the bank reconciliation for the last couple years. She recommended these be cleaned up.
- Reviewed the Financial Statement audit findings in FY13 that have been resolved:
 - Expenses without proper approval or backup
 - Preparation of Schedule of Expenditures
 - Unable to locate minutes
 - Lack of COT involvement – Joan made a correction. It was not lack of the COT involvement. The COT was not allowed to be involved.
- There was one finding for Allowable Activities/Costs relating to Title III program. It was not significant and only resulted in an internal control finding.

Overall, Jamie was very pleased with the amount of financial clean-up Landa accomplished within her first year, and she expressed appreciation for her hard work.

Motion made by Joy to approve the 2014 Audit report; Second by Tracy. All in favor, motion carried.

Finance Update: Landa provided a handout of the bi-monthly budget report, and explained details and outstanding figures. Joan asked Dean to meet with Landa regarding creating an easier to understand format for the COT. Patty will coordinate this meeting.

Motion made by Tracy to approve the budget report; Second by Joy. All in favor, motion carried.

Large Expenditures: Three large expenditures were presented for approval:

Eide Bailey-\$9,000.00

Three Rivers CAMS-\$28,113.75

HLC Visit-\$6,000.00

Motion made by Dean to approve all three; Second by Tracy. All in favor, motion carried.

Trustees' Resignations: Kim Anderson submitted her resignation due to being hired as WETCC faculty.

Isabella submitted her resignation due to being on the WETCC payroll.

Motion made by Joy to accept both resignations; Second by Tracy. All in favor, motion carried.

Joan asked Patty to contact Sue Heisler regarding filling the alumni position. Isabella is trying to find a replacement from Student Senate.

Policy Reviews:

Course Audit Policy:

Motion made by Tracy to approve with the deletion of the words 'or advisor' in sentence 1; Second by Joy. All in favor, motion carried.

Emergency Operations Plan and Evacuation Policy:

Motion made by Dean to approve with deletion of the word 'serious' in line 1, Number 2; Second by Joy. All in favor, motion carried.

President's Report:

HLC Draft Report: Any factual edits for the report are to be sent to Patty by Friday morning. Patty will forward those to Sheila to finalize, and submit by Wednesday, March 18. Terry reported that our attention still remains focused on planning and assessment; a follow-up visit is planned in 2 years.

Strategic Planning Retreat: Planned for April 10-12, 2015 at the Rediscovery Center. We are committed to create a formalized strategic plan, SWOT analysis, and prioritize. Our mission statement needs to reflect balance of liberal arts and job training certificate programs.

Patty will email Joan regarding contact information for a Strategic Plan/SWOT analysis facilitator.

Terry explained the committee reorganization to serve our needs moving forward.

Organizational Chart: The updated version was presented for approval.

Motion made by Dean to approve with Counselor/Human Services Faculty being placed under Student Services; Second by Tracy. All in favor, motion carried.

Enrollment: Terry reported our student enrollment has remained steady, and we are at 50% retention. Discussion included reasons for this, and ABE/GED requirements. Possibility of using a High School Equivalency test within the WEN Sovereignty.

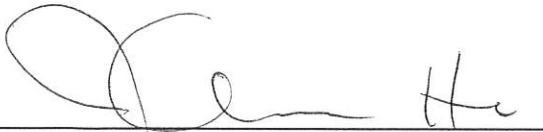
Wellstone Building Update: Our budget cannot support accepting the Tribe's offer to purchase it as offered. Patty will check the October minutes for a decision/motion regarding sale of the building.

Benefit Carryover for Transfers: Desirae said there was no RTC resolution, but she sent the meeting minutes showing separation of WETCC from the RTC as a tribal entity. Patty will provide those minutes at the next meeting, since we no longer had a quorum.


Public Comment: none.

Executive Session: 6:15-6:35 p.m.

Adjourned at 6:35 p.m.



COT Secretary Signature



date

