

WETCC Council of Trustees

Meeting Minutes

April 11, 2016 2:00 p.m. Administration Building

I. Call to order: With a quorum present, Tracy called the meeting to order at 2:05 p.m.

Roll call: The following Trustees were present: Tracy Clark, Dean Johnson, Sue Heisler, Joan LaVoy, Michael Fairbanks (2:15), Joy Anne Annette (4:20).

Others present: Deb McArthur, Gary Marshall, Jeff Morreau, Sheila Michaels, Martha Allen, Melinda Rustad.

IV. Open Forum: No requests.

Amendment to agenda: Item V. i. moved to top, to allow Gary and Jeff to leave after the Phase III Update, then Council will enter Executive Session.

Action Item V. i. : Phase III Update, Change Order #5: Jeff shared the last Construction Meeting Minutes and Schedule. Jeff gave a brief update, and offered to include the Trustees in on email updates. At the next meeting, they may be able to schedule a walk-thru for the trustees. It has been determined that no Change Order is necessary at this time, and Jeff is not expecting any further Change Orders. No Board action needed.

II. Executive Session: Council entered Executive Session at 4:50 p.m. Sue made a motion to enter into a contract with MSUM which allows Tracy Clark, MSUM Instructor, to serve as WETCC Interim President beginning August 16, 2016, through the 2016-2017 Academic year. Second by Dean. 5 in favor, 1 abstention. Motion carried.

Dean made a motion to hire Tracy Clark as WETCC Interim President beginning June 1, 2016 through August 17, 2016 at 36.19/hr. for up to a 40 hour week. Second by Michael. 5 in favor, 1 abstention. Motion carried.

The Board determined that WETCC will provide liability insurance for Tracy Clark throughout the contract period as WETCC Interim President.

Council returned to Open Session at 3:50 p.m.

III. Approval of agenda: Motion made by Sue to accept the agenda as amended. Second by Joan, motion carried.

V. Action Items:

a. Approval of minutes: Regular Meeting Minutes of 3/14/2016: One correction-Item 1.2. Board Membership should read as follows: *'Motion made by Joan to declare, per the by-laws, the position vacant, and open it up for candidates to apply: Second by Sue. All in favor, motion carried.'* Motion made by Dean to approve with edit; Second by Michael. All in favor, motion carried.

b. Approval of By-laws revision: Motion made by Joan to approve edits made to the By-laws by Zenas Baer; Second by Dean. All in favor, Revised By-laws approved.

c. RUS Grant: Deb reported the Distance Learning equipment is scheduled to be installed following building completion. She explained the grant was originally awarded in May 2015, documents were reviewed by Zenas at that time. Deb recently sent an informational packet to COT. She is seeking approval to move forward with the match amount. Initially, the budget was to be divided over 3 years, but as we near the end of the 4-year grant, we are out of leeway, and now must come up with the full match amount, which will come out of the General Fund. Motion made by Michael to match the grant and process the appropriate documents. Second by Sue. All in favor, motion carried.

d. Finance Audit: Kami provided hand-outs of the audit and findings, attached. She explained highlights and findings, as well as some solutions for improvement. Motion made by Sue to accept the Audit Report, Second by Joan. All in favor, motion carried.

e. Finance Office Report: Kami explained the handouts, and asked if the Board had any special requests for information. Tracy requested reports on all restricted accounts such as Financial Aid. She wants the Financial Aid Office to feel the Board has their back. Martha will attend the May COT meeting with a presentation to increase the Board's understanding of Financial Aid. Motion made by Dean to approve the Finance Report, Second by Joan. All in favor, motion carried.

f. Signatories: Kami requested signatures on documents, as approved at the March 14, 2016 meeting.

g. Large Expenditures: USDA 2014 Furnishing Grant, computer purchase- Motion made by Michael to approve purchase, Second by Dean. All in favor, motion carried.

Payroll Expenditures- Dean does not feel it is necessary for the Board to approve this.

h. Approval of President's report/updates: Deb gave brief updates regarding the Health Career Advisory Committee, Water Monitoring Equipment grant, and an Arts grant. Tracy requested student counts with the breakdown of full time and part time students. Sheila will email Deb the information to share with the Board. Deb explained the Leadership Team agenda with a timeline grid for tracking items which need COT attention. Motion made by Joy Anne to approve the President's reports, Second by Joan. All in favor, motion carried.

Sue Heisler left the meeting at 4:40 p.m., a quorum was still present.

i. Phase III Update: This item was addressed at the beginning of the meeting, however, Deb added that she just received some documents from Shad Tappe at USDA which she hasn't yet had a chance to review.

j. Approval to adjust Title III budget/hire FT Faculty: Sheila would like to advertise now to fill FT Faculty positions in English and Human Services for Fall 2016. Currently, Title III budget shows a surplus in salaries, these salaries are to be paid through Title III for the next 4 years. Motion made by Michael to approve hiring of a Full time English Instructor, and a Full time Human Services Instructor, Second by Dean. All in favor, motion carried.

k. Summer Tuition Waiver: After some discussion, Motion was made by Michael to approve offering a summer class tuition waiver if a student cannot find another funding source, Second by Dean. 4 in favor, 1 opposed; motion carried.

VI. Discussion Items:

m. Board Membership: Council requested we repost the Board Vacancy for 1 more month, utilizing only free resources to do so.

n. Strategic Plan: We need to get back on track with reviewing the sub-components of the 5 Major Initiatives which were approved last June. Tracy requested a copy of the Learner Outcomes.

Michael Fairbanks left the meeting at 5:30 p.m. A quorum was still present.

o. GP Software Update: Kami and Cody are negotiating with Turnkey Technology to reduce implementation costs. Expected go-live date is 10/1/2016.

p. Clarification of Purchasing Policy regarding Construction Expenses: Dean requested any Change Orders come to regular COT Meetings to be approved, to enable the Board to serve as backup protection. It was determined that it is not necessary to present Pay Apps for Board approval.

VII. Adjournment: Motion to adjourn made by Dean; Second by Joy Anne. All in favor, Meeting adjourned at 5:45 p.m.

Minutes recorded and submitted by: Patty Schultz

Minutes approved by: _____

date: 6/20/14