

WETCC Council of Trustees

Regular Meeting Minutes

6/20/16

2:00 p.m.

WETCC Administration Building

I. Roll call

The following Trustees were present: Dean Johnson, Joy Anne Annette, Sue Heisler, (Michael Fairbanks arrived at 3:20) Absent: Joan LaVoy.

A quorum was not present to begin.

II. Call to Order

Joy Anne called the Executive Meeting to order at 2:20 p.m.

III. Executive Session

Executive committee began with reviewing COT candidate resumes, and interviewed 2 candidates.

There was a consensus to run the ad tomorrow through July 8 in the Mahnomen Pioneer, Bemidji Pioneer, DL Newspapers, Anishinaabeg Today, Native American Jobs online, info@whiteearth.com, WEN Facebook, WETCC website, and WETCC Facebook, extending the application period up until the next regular meeting and keeping one of the interviewees in mind. The new posting shall specify that candidates must meet the Native descendant/enrollee status.

IV. Swearing-in of new Chair

Sue Heisler took oath as new COT Chair.

V. Call to Order:

Sue called the regular meeting to order at 2:30 p.m.

VI. Approval of agenda:

Request to move items G and J to the top of the agenda. Motion made by Dean to approve changes to the agenda; Second by Joy Anne. All in favor, agenda changes approved.

VII. Action Items

- a) **Item G. i.** - Arvig Telephone System Proposal: \$4,733.00 for Phase III.
- b) **Item G. ii.** - Phase III possible Change Orders: Jeff gave an update on the construction, which is progressing as expected, and explained a new issue that

has come to light regarding incorrect installation of the front side of the roofing material, a value of \$110,000.00. Jeff provided an aerial photograph comparing the angle of the ribs in the metal roof to the original building plan. He assured us it will not affect the integrity of the roof, only aesthetics. The offer extended was to zero out the minor change orders, which amount to \$2200.00. Possible courses of action include insist on reinstallation of roof; receive some type of credit from sub-contractor to bridge the difference; or table it, withholding payment until we can reach common ground. Discussion took place regarding how long it might take for a reinstallation, whether it will hold up moving. COT is not comfortable paying full price for a job done incorrectly. There is a construction meeting tomorrow, Deb will keep COT informed. COT will wait for more information.

- c) **Item J - U of M Crookston MOU:** After realizing the COT was not kept in the loop, Sheila provided a timeline of the work done on this since May 2014. We have 15 students committed to attend. Sheila explained the details. Motion made by Michael to move forward with the MOU; Second by Dean. 3 in favor; 1 abstention. Motion carried.
- d) **Approval of minutes:** Motion to approve the meeting minutes of May 9, 2016 made by Dean; Second by Mike. All in favor, approved with 1 change on page 3, item F.
- e) **Approval of Finance Office Report:** Kami provided handouts with an explanation. Motion made by Joy Anne to approve; Second by Michael. All in favor, approved.
 - i. Approval of 990 Report: Motion made by Dean to approve; Second by Joy Anne. All in favor, approved.
- f) **Large Expenditures:**
 - i. GP Software Turnkey Maintenance annual fee - \$7,500.00
 - ii. Dorman Bus Service - \$5,900.00
 - iii. Office Furnishings for Phase III - \$11,200.00
 - iv. Library Furnishings – over \$5,000.00 (2014 USDA grant funds to cover)
 - v. Admin and Waadook Roof Contract - \$34,700.00

Motion made by Dean to approve the five expenditures listed above; Second by Michael. All in favor, approved.

- vi. Servers - \$58800.00 (Bush Distance Ed. grant funds to cover) Need replaced before we can utilize GP software. Motion made by Michael for Deb to obtain 2 more bids and give President authority to determine the best choice; Second by Dean. All in favor, motion carried.

g) Contracts:

- i. Gizhiigan/WETCC Collaboration - Contract for Karen Goulet to conceptualize program for COT approval: Joe summarized the program. There is a funding surplus to cover this. Motion made by Michael to move forward; Second by Joy Anne. All in favor, approved.
- ii. Two teacher contracts for Math & Science Academy: Motion made by Michael to approve; Second by Dean. All in favor, approved.
- iii. Rob Tibbetts' request to rent Waadook office space: Motion made by Michael to approve a lease for rent at \$600.00/month, renewable every 6 months; Second by Dean. All in favor, approved.
- iv. Admissions Office summer temporary employment: There are funds to cover this in the Student Services budget. Motion made by Michael to approve; Second by Dean. 3 in favor, 1 abstention, motion carried.
- v. Renewal of Nadine Bill's contract for July 1, 2016 through December 31, 2016, funded through the Bush Distance Ed. Grant. Motion made by Joy to invite Nadine to the July COT meeting to renew her contract; Second by Dean. All in favor, approved.

h) Grants:

- i. **2016 USDA RD Grant Resolution:** Vote and signature required, approving us to move forward. Motion made by Joy to approve; Second by Dean. 4 in favor, 0 opposed, approved.
- i) **Approval of President's Report:** Tracy also explained the new department director report template. There was some discussion regarding the President's job description. Motion made by Dean to approve the President's report; Second by Michael. All in favor, approved.

j) Policy Changes/Approvals:

- i. External Contract Policy Change Request: Tracy proposed a policy change in external contract approval which is modeled after the Purchasing Policy, giving the President authority of like amounts.

Motion made by Dean to approve; Second by Michael. 3 in favor, 1 opposed, motion carried.

ii. **Personal Development Policy:** Tracy created this policy which allows 2 hours paid time off with supervisor's permission, for wellness. Motion made by Michael to approve with the addition of the phrase "Full time permanent employees only" (salary and hourly); Second by Dean. All in favor, approved with change.

iii. **White Earth Tribal Treaty Day as official paid Tribal Holiday:** Motion to approve made by Dean; Second by Michael. 3 in favor, 1 opposed, motion carried.

k) **Signatures needed:** Patty obtained proper signatures for time cards, mileage sheets, and April 11, 2016 meeting minutes.

VIII. Discussion Items:

- a) RTC approval of revised COT By-laws: Tracy will present the revised By-laws at the next RTC Quarterly Meeting.
- b) Fiscal Year is not an issue at this time.
- c) Strategic Planning: Tabled for now, to be addressed at a later date.
- d) Hemp Research Project: Tabled for July meeting.

IX. Adjournment

Motion to adjourn made by Joy Anne; Second by Mike. All in favor, meeting adjourned at 6:35 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:  date 7/11/16