

WETCC Council of Trustees

Regular Meeting Minutes

7/11/16

2:00 p.m.

WETCC Administration Building

- I. **Roll call:** Sue Heisler, Joan LaVoy, Joy Anne Annette, Dean Johnson, Michael Fairbanks, Tara Mason. Others present: Tracy Clark, Patty Schultz, 'Butch' Gordon, Matt Gordon, Al, Dean, Jeff Morreau, Gary Marshall.
- II. **Call to Order:** Sue called the meeting to order at 2:08 p.m.
- III. **Approval of agenda: The following changes were requested:** Delete item g). ii.: Replacement of Heating/Cooling system at Waadook building; Move item g). iii.: AIHEC funding request, monetary commitment to Discussion; and add Institutional Analysis Grant, and By-laws wording re: enrollee/descendant status requirements of Trustees to Discussion. *Motion made by Joy Anne to approve the agenda with changes; Second by Dean. All in favor, agenda approved. Later in the meeting, Tracy requested another change, to allow item V. e)., Hemp Presentation, to follow item IV. b)., Nadine Bill. This was approved with no formal motion.*
- IV. **Action Items:**
 - a) **Phase III Construction:** Jeff Morreau provided a handout showing the Phase III roof was not constructed to architectural plans. Gordon Construction provided a handout showing the cost to replace the affected portion of the roof. Trustees asked Tracy to contact legal counsel, and schedule a special meeting to clarify and cover interests of the college.
 - b) **Nadine Bill, Tribal College Distance Ed. Network presentation, clarification of last month's motion re: contract:** Nadine provided a handout of the Tribal College Network Strategic Plan, along with a PowerPoint presentation. For clarification, Sue called for a vote on Nadine Bill's contract. *Motion made by Joy Anne to approve; Second by Dean. All in favor, motion carried.*
 - c) **Hemp Research Project presentation:** (moved up from item V. b).) Michael Neusser, Joe Plumber, Riley Plummer, and Steve Dahlberg provided a handout, explained the background and scope of the project and legal practicalities, and encouraged the Board to embrace this ground floor opportunity, accepting WETCC as the sponsoring Institution of Higher Education in research, production, and cultivation. Steve feels this can be a strong recruitment tool, as the project will move toward growth and production of crops located within Reservation boundaries, as well as products made with hemp. *Motion made by Joan to appoint WETCC as the Institution of Higher Education for White Earth Nation Hemp Research Project; Second by Dean. All in favor, motion carried.*

Sue left the meeting at 3:50 p.m.; leaving Joy Anne as acting Chair.

- d) **Interview:** Applicant was not invited, as application was received 7/6/16. *Motion made by Dean to interview the Trustee applicant, Leonard Roy; Second by Joan. Three voted in favor, one opposed, motion carried.* Leonard will be invited to the August 8 COT meeting. Any additional resumes/applications received shall be forwarded to the Executive Committee for review.
- e) **Approval of Meeting Minutes: June 20, 2106** – *Motion made by Joan to approve; Second by Michael. All in favor, motion carried.*
- f) **Approval of Finance Office report:** Kami explained **the budget report handouts, and affirmed this reporting method is acceptable to the Board. Kami feels we are on pace with the software transition.** *Motion made by Joan to approve; Second by Michael. All in favor, budget report approved.*
- g) **Financial Aid Dept. Request to return overpayment of \$7,264.00 to MN Office of Higher Ed.:** *Motion made by Dean to pay back the MN Office of Higher Ed. The full amount of \$7,264.00, and attempt to collect the overpaid amounts from the students affected; Second by Joan. All in favor, motion carried.*
- h) **Large Expenditures:**
 - i. **Kitchen cookware/dishware:** *Motion made by Joan to approve; Second by Michael. All in favor, motion carried.*
 - ii. **Replacement of Heating/Cooling system at Waadook** (this item was deleted from agenda)
 - iii. **AIHEC funding request, monetary commitment** (this item was moved to Discussion.)
- i) **Contracts:** (See item V. b., above.)
- j) **Proposal of New or Reinstated Positions:**
 - i. **Org. chart changes:**
 - **St. Svcs./Career/Veteran’s Counselor:** *Motion made by Michael to accept the position of Career Services Coordinator; then amended the motion to accept with contingency of line item support through grant funds from Deb M.; Second by Dean. All in favor, approved.*
 - **IT Director title change to IT System Administrator, as a more accurate reflection of job duties:** *Motion made by Joan to approve change; Second by Michael. All in favor, motion carried.*
- k) **Approval of President’s Report:** The Board agreed the new Monthly Department Report Template is helpful. The IT Director has recently resigned, we will work with Jesse Fain temporarily. We have experienced approximately 30% turnover in the past year, with approximately 30 employees. *Motion made by Dean to accept the President’s Monthly Report; Second by Joan. All in favor, motion carried.*

l) **Policy Changes/Approvals: N/A**

m) **Grants: N/A**

n) **Signatures needed:** Patty obtained signatures for a new account at First National Bank, Mahnomon; time cards; mileage sheets; May 9, 2016 COT Meeting Minutes, and Interim President Clark's PAF.

V. Discussion Items:

a) **RTC approval of revised COT By-laws:** Tracy will present the revised By-laws at the next RTC Quarterly Meeting.

b) **Update re: UMC MOU:**

c) **Update on moving plan:**

d) **Plant donation:**

e) **Hemp Research Project presentation:** (this item was moved up to follow item IV. b),, Nadine Bill's presentation.)

f) **Headwaters Regional Commission tour:** July 21 at 2:30 p.m.; Trustees are invited.

g) **Trustees Training DVD:** Joan will continue to look for it.

h) **ACCT/Board/President training opportunity, Oct 5-8, 2016:** Information provided on cost; Michael will check with Tribal Council for possible funding.

i) **COT Annual Budget:** Patty will draft a budget. Tracy requested WETCC logo t-shirts be provided to the Trustees at no cost to them. Joan requested we look into grants to find a stipend for Trustees.

j) **Fair Volunteer Request letter:** Patty provided this as an informational item.

k) **AIHEC funding request, monetary commitment:** Tracy provided this as an informational item.

l) **Institutional Analysis Grant:** Trustees requested Tracy to ask Deb to pursue this to conduct an external review regarding strengths and compliance. Dean offered to help get it funded.

m) **By-Laws wording re: enrollment/descendant status required of Trustees.** No decision was reached.

VII. Executive Session:

VIII. Adjournment:

Motion to adjourn made by Mike; Second by Joan. All in favor, adjourned at 6:11 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by: Sue Weisler date 8/8/14