

Regular COT Meeting
7/14/2015 4:00 p.m.

Trustees present: Tracy, Joy, Joan, Dean.

Trustees absent: Sue and Mike (out of town)

Others present: Terry, Landa, Sheila, Deb, Betsy McDougall, and an additional community member.

Recorded by: Patty S.

Joan called the meeting to order at 4:00 p.m.

Joan requested a sub-committee meeting for budget preparation purposes.

Approval of agenda: 3 action items: Bid discussion, 2 + 2 program discussion, and large expenditure will be moved to the top of the agenda. Motion made by Dean to approve; Second by Joy. All in favor, agenda approved.

Approval of minutes: Motion made by Dean to approve the meeting minutes of 4/29/15, 5/12/15, 6/1/15, and 6/4/15; Second by Joy. All in favor, minutes all approved.

Deb provided a handout regarding Phase III construction, and reported that Gordon had the winning bid at today's meeting. The COT Executive Committee will approve the contract award next week. Motion made by Tracy to authorize the COT Executive Committee to meet with WETCC Administration to make decisions regarding construction; Second by Dean. All in favor, motion carried.

Sheila discussed the possible 2 + 2 Education Program with UMC. She is still working on aligning the curriculum and student commitment. She explained that without advertising and COT approval, we already have 10 students committed out of the 15 minimum student count required for the program. Sheila will have more details at the September 8 COT meeting. Tracy requested the COT be included in the emails, to stay abreast of the development.

Landa entered the meeting after the agenda was adjusted, and requested an additional large expenditure be added; the USDA grant sub-award to NDSU.

The USDA Equipment Grant, which has already been approved per USDA, requires COT approval to expend the funds for MacBook laptops. 3 quotes and a budget sheet are included in the handout. Motion made by Tracy to approve expenditure; Second by Dean. All in favor, motion carried.

The USDA grant sub-award to NDSU was effective in fall of 2013; Landa is seeking approval of 2 years @ \$7,000.00 (total of \$14,000.00). It came through during a time of crisis for the College, and failed to be brought to the COT at the time. Steve has verified that the work has been done up to this point. Motion made by Dean to approve the sub-award of \$14,000.00 through August 2015; Second by Tracy. All in favor, motion carried.

Landa provided budget report through June 30, 2015, including 2 profit/loss sheets: Title III and the General Fund. She highlighted the expectations and large expenditures. One notable item is the salary and benefits funded by Title III. Deb is looking into any necessary adjustments. We are re-evaluating our

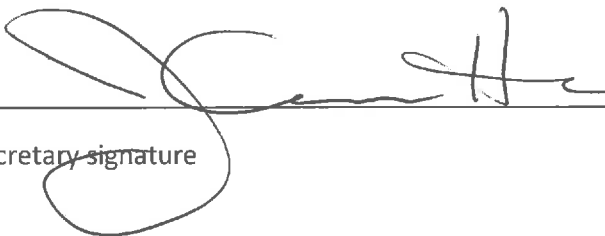
copier vendor/system. The 2011 W-2's were never filed; Landa found them and filed them, for which the penalty was reduced by \$5,000.00. She is still cleaning up old messes. Don Dalve has requested allocations. Our budget isn't ready yet, but Landa anticipates needing the same \$600,000.00. We may ask for an additional \$100,000.00 to allow for more flexibility. We are sitting very well with the Title III grant, which ends in September. At that time, we will start another 5 year grant period. Motion made by Joy to approve the Finance Report; Second by Dean. All in favor, approved.

Public Comment: Betsy McDougall requested to see any documentation which includes her name, including COT meeting minutes (provided at this meeting) and correspondence with the HLC. She has requested her name be removed from all documentation, and the minutes be amended to exclude her name. Joan recommended an internal investigation and consult with legal representation. Betsy said we should keep copies of all COT meeting minutes in the College library per HLC compliance. Betsy said people who work in an administrator position or directors of divisions at the RTC should not be serving on the COT. She claims that Joan LaVoy and Mike Fairbanks serving on our Board is against HLC requirements.

Patty will forward the President's evaluation survey to all employees.

Motion to adjourn at 5:45 p.m. made by Joan; Second by Joy. Joan and community members left the meeting.

A discussion only period took place regarding the Dean of Student Services position, COT requested clarification and details regarding hiring full time vs. a contracted situation. Also, the COT stated that if a contract were to be entered into, prior COT approval must happen this year to avoid the same situation last year. A special meeting may be needed to finalize a decision about this issue. Legal counsel may be necessary to clarify whether or not Title III can pay the position wages. Last years' contracted funds had to be used out of the general operating budget rather than the Title III fund. This caused concerns with the COT about budget issues. Concerns of this becoming a material audit finding were also raised.


Secretary signature

11/16/2015
date