

# WETCC Council of Trustees

## Regular Meeting Minutes

8/8/16

2:00 p.m.

WETCC Administration Building

- I. **Roll call:** Sue Heisler, Dean Johnson, Michael Fairbanks, Joan LaVoy. Joy Anne Annette was absent. **Others present:** Tracy Clark, Patty Schultz, Al (Leonard) Roy, Jeff Morreau, Gary Marshall, Matt Gordon, Butch Gordon, Jesse Fain, Sheila Michaels, Melinda Rustad.
- II. **Call to Order:** Sue called the meeting to order at 2:26 p.m.
- III. **Approval of agenda: The following changes were requested:** Move the COT interview, then IT Proposal, then Artekta's Additional Services/Phase III roof issue to the top of the agenda. *Motion made by Dean to approve the agenda with those changes; Second by Michael, approved.*
- IV. **Action Items:**
  - a) **COT Interview:** Sue closed the meeting to conduct the interview. When the meeting reopened, *Joan made a motion to accept Al Roy onto the board, to fill the Community Member at Large seat; Second by Dean. All in favor, motion carried. Motion was made by Dean to accept Nicole Martinson onto the board to fill the Interim Public Education seat, subject to meeting the requirements; Second by Michael. All in favor, motion carried. This issue was discussed, and addressed further in closed session. Motion made by Joan to accept Nicole Martinson onto the board on an interim basis; Second by Dean. All in favor, motion carried.*
  - b) **IT Presentation, Jesse Fain:** Jesse evaluated IT needs on campus, and put together an alternate bid offer for a hosted solution which he presented. This proposal doesn't necessarily add expenses, it uses the money differently, more efficiently. Discussion was tabled for later in the meeting. In closed session, *Michael made a motion to accept Jesse Fain's proposal of a hosted solution; Second by Joan. All in favor, motion carried.*
  - c) **Large Expenditure-Artekta Additional Services/Phase III Roof Issue:** Jeff Morreau presented an invoice to the board for additional services related to the roof issue, along with an explanation and recommendation. 'Butch' and Matt Gordon asserted that the previous offer to settle the dispute still stands, and if the board requests the roof to be replaced, it will go to court. Sue closed the meeting to discuss. *Motion made by Dean to accept Gordon Construction's offer of \$10,000 plus \$2,259.74 in change order fees (as was presented by Artekta to the Council of Trustees on 7/11/16 in a document dated 6/24/16) subject to sub-contractor providing written assurance to WETCC that the long-term roof warranty will be guaranteed. Additionally, all Architectural Fees (A/F), WETCC legal fees, and any other expenses incurred by the college because of this roofing issue will be covered by the General Contractor. Second by Joan. All in favor, motion carried.*

- d) **Approval of July 11, 2016 Meeting Minutes:** *Motion made by Michael to approve; Second by Dean. All in favor, motion carried.*
- e) **Approval of Finance Report:** *Motion made by Dean to accept; Second by Joan. All in favor, motion carried.*
- f) **Large Expenditures:**
- i. **Furniture for new wing:** *Motion made by Dean to approve; Second by Michael. All in favor, motion carried.*
- g) **Proposal of New or Reinstated Positions:**
- i. **Org. chart changes:**
- **Marketing/Communications Specialist:** Move to under Student Services Dean.
  - **Administrative Assistant:** Move to 50% under Academic Dean, and 50% under Student Services Dean.
- Motion made by Joan (with reservations regarding the Marketing position shift) to accept these 2 changes, along with the revised position of IT Computer Network Technician. Second by Dean. All in favor, motion carried.*
- ii. **2016 Old Business:**
- **Career Services Coordinator position:** *Motion made by Michael to approve; Second by Dean. All in favor, motion carried.*
- h) **Approval of President's Report:** *Motion made by Dean to accept; Second by Joan. All in favor, motion carried.*
- i) **Policy Changes/Approvals:**
- **Revisit Food Service Program Proposal:** *Motion made by Joan to accept the proposal to apply student fees at \$600.00/academic year to cover the Food Service Program, which will have its own budget line item; Second by Dean. 3 in favor, 1 silent, motion carried.*
  - **Fiscal Policy change proposal regarding segregation of duties:** *Motion made by Dean to approve this change as requested (Finance Director performs the bank reconciliations and the President verifies); Second by Joan. All in favor, motion carried.*
- j) **Signatures needed:** Patty obtained signatures for time cards, mileage sheets, approved meeting minutes of July 11, 2016, and the furniture large expenditure request.

**V. Discussion Items:**

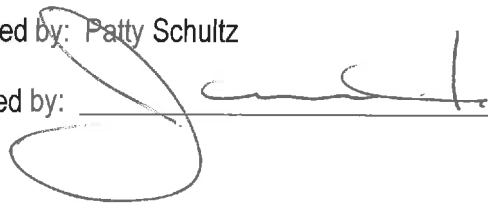
- a) **GISS-TCU 2:** Tracy informed the board of the free GISS-TCU 2 training that runs simultaneously with the ACCT training. We would only need to pay airfare, hotel, and per diem. Patty will share more details with Trustees.
- b) **COT annual budget needs:** to be determined at the September meeting.
- c) **Open House/Grand Opening Plans:** Thursday, August 18, 2016.
- d) **Email votes:** When necessary to have a COT decision made via email, Sue directed Tracy to send the email, as well as a text to remind all to check their email. If a majority decision is not reached, Tracy will contact Sue.
- e) **Move to New Main Campus-RTC Rental of Admin:** Dean directed Tracy to check with USDA regarding the loan grant guidelines, to ensure compliance before making this decision.

VII. **Executive Session:** Council entered Executive Session at \_\_\_\_\_, and reconvened at 5:30 p.m.

VIII. **Adjournment:** *Motion to adjourn made by Mike; Second by Dean. All in favor, adjourned at 5:40 p.m.*

Minutes submitted by: Patty Schultz

Minutes approved by: \_\_\_\_\_

 date 9/12/16