

Special COT Meeting Minutes

11/3/2015 4:30 p.m. Admin. Bldg.

Present: Dean, Sue, Joan, Tracy, Michael, Joy arrived at 5:00, (Joan left at 5:40).

Others: Terry.

Recorded by: Patty S.

No agenda; this meeting was scheduled for President Janis' evaluation.

Council entered Executive Session at 4:40 p.m.

Joan left at 5:40 p.m.

Council reconvened at 5:45 p.m.

Motion made by Michael to call meeting back to order; Second by Sue, All in favor.

Next Regular COT Meeting is rescheduled to Nov. 16 at 2:00 p.m.

Sue requested Terry explain the potential payback of \$83,000 in Financial Aid.

Terry stated that when the former Financial Aid Coordinator left her position, it came to his attention that things were done wrong. He asked Meredith McArthur to perform an internal audit. He said Meredith found 60 of 88 files incomplete. Terry explained that when he was at the AIHEC Conference in San Diego, he spoke with John Gritts, Head of Federal Financial Aid for Minority Colleges and Universities, and that he held a teleconference with John and Meredith. Terry explained John is responsible for investigations and recommendations. Terry sent John a copy of Meredith's audit report without student names. Terry pulled together a team to reconcile files, split the files up, and prioritized them according to what was needed. Verification of Dependent/Independent status was not documented for many; others were missing transcripts or ed. plans. Terry is arranging for help from Kim Gourneau of LLTCU and Patty Holycross, now retired from BSU. Patty H. will visit next week to help Martha and the team. He reported Martha has applied internally for the Financial Aid Coordinator position, and has been hired.

Sue asked where the money comes from.

Terry explained that Meredith pulled the incomplete files and added up the total possible extent that was given out improperly, which equaled \$83,000. Last report at this stage is that 4 files, in the amount of approximately \$2000.00 each, will need to be returned, and there may be a handful of others as well. The files are almost halfway done. Meredith was paid for conducting the audit; Kim G. offered help at no charge; and Patty H. will be paid at \$32.00/hour for 4-6 days.

Sue asked if there is a checklist in each student file. Terry said there is a checklist, and that the former Financial Aid Coordinator lied to us and to John G., who told Terry that he had kept in touch with her weekly.

Tracy reported that the previous Financial Aid Coordinator, had reported to her that the Financial Aid Office was out of compliance, and that she had reported it. Tracy asked how this could have happened, and about reporting.

Terry said reports are submitted consistently, and files are flagged randomly, including Federal Financial Aid.

Tracy asked how far back the issue goes. Terry said back to August 2015; and after that portion is done, we plan to go back further. We need to rehire a Registrar and Dean of Student Services, the candidate for Dean has accepted the position with the condition of the Board waiving the 90 day wait period for benefits.

Sue asked if we require 2 people to sign off on awards before a check is cut. Terry said we do. Terry will ask John G. to visit and confirm we are on the right track. We need to finalize our 'fix' of checks and balances. He said our Financial Aid procedure manual needs an established policy basis.

Tracy asked if 2 people had checked off the incomplete files so checks could be awarded. Terry said the Financial Aid Specialist had been working only 5-6 months, and was not fully trained.

Joy, acting Chair in Joan's absence, stated the Board went through the President's evaluation, was uncomfortable with the numbers, and wishes to run it by legal counsel since they have questions regarding other legal issues.

Terry asked if the Board was running his evaluation by an attorney, what they were talking about, and said they weren't telling him anything, that they were being vague and opaque, and lacking transparency.

The Board's rationale was that Joan was no longer present, none of them have done a Presidential evaluation before, and they would like Zenas Baer present regarding the issues Joan had communicated to Terry via email, and possibly have other questions of legal nature.

Terry asked the Board to again consider the one-time waiver of the 90 day wait period for benefits for the new Dean of Student Services, who has already accepted the position. He requested they consider a policy change, dropping the wait period.

This item was tabled until the next meeting, Nov. 16.

Motion made by Joy to adjourn; Second by Dean.

Adjourned at 6:15 p.m.

A handwritten signature in blue ink, appearing to read "Dante" followed by the date "11/16".