

WETCC Council of Trustees

Special Meeting

July 30, 2019 2:30 p.m. WETCC Mitigomizh Conference Room

Regular Meeting

Call to order: By Chair, Sue Heisler at 2:40pm

PRESENT: Sue Heisler, Dean Johnson, LeAnn Person, Joan LaVoy (via phone), Joy Anette at 3:05 pm

OTHERS PRESENT: Lorna LaGue

- I. **Approval/Amendments to agenda:** The agenda was reviewed and updated. LeAnn Person took the Oath of Office prior to the meeting and was therefore acknowledged as a COT Member. The primary purpose of the Special Meeting was to review and consider policies. Motion by Joan to approve the agenda as amended, second by Dean. Agenda approved 4-0.

Lorna shared a copy of the COT Resolution that was approved via email vote last week. Minutes will be brought to the next regular meeting.

A. Policies – Student Services Revised

- i. 700.02 Student Records
- ii. 700.03 Family Education Rights and Privacy
- iii. 700.04 Student Bill of Rights
- iv. 700.05 Student Code of Conduct
- v. 700.06 Student Grievance

Motion to approve the preceding five policies as submitted by Dean. Second by LeAnn. Motion carried 4-0.

- vi. 700.07 Disability Services
- vii. 700.08 Emotional Support Animals
- viii. 700.09 Immunization
- ix. 700.10 Field Trip

Joy joined the meeting at 3:05 p.m.

- x. 700.11 Student Sexual Harassment – a couple corrections were noted, change a position title and correct typos.

Motion to approve the preceding five policies with corrections noted by Joan. Second by LeAnn. Motion carried 5-0.

- xi. 700.12 Financial Aid Satisfactory Academic Progress – formatting correction noted
- xii. 700.15 Administrative Drop Withdrawal
- xiii. 700.16 Add Drop
- xiv. 700.17 Course Audit
- xv. 700.18 Course Repeat

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Motion to approve the preceding five policies with corrections noted by Joan. Second by LeAnn.
Motion carried 5-0.

- xvi. 700.19 Tuition Waiver – word change “loan” not “borrow”
- xvii. 710.01 Student Admissions Policy
- xviii. 710.02 Post Secondary Enrollment Options
- xix. 710.03 Transfer and Readmit
- xx. 710.04 Student Orientation

Motion to approve the preceding five policies with corrections noted by Dean. Second by Joy.
Motion carried 5-0.

- xxi. 720.01 Financial Aid Code of Conduct
- xxii. 720.02 Financial Aid Over Awards and Over Payments

Motion to approve the preceding two policies as submitted by Dean. Second by Joy. Motion carried 5-0.

Dean Johnson left the meeting at 4:00 pm.

- xxiii. 720.03 Financial Aid R2T4
- xxiv. 720.04 Retention of Financial Aid Records
- xxv. 720.05 PSCCG (Post Secondary Child Care Grant) – formatting correction noted

Joy Annette commented it would be advisable to have receipts when correspondence is conducted via email, especially for financial aid correspondence.

Motion to approve the preceding three policies with corrections noted by Joan. Second by Joy.
Motion carried 4-0.

B. Policies – Finance

- i. Refund Policy (new) - Tabled
- ii. Accounting Requirements (revised)

Motion by LeAnn to table the Refund Policy and approve the Accounting Requirements Policy.
Second by Joan. Approved 3-1 with Joy opposed.

C. Policies – Special Projects

- i. Employment Background Check Policy (tabled from last meeting) - Tabled
- ii. IT Security Policy (tabled from last meeting) - Tabled

D. Policies – Academics

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- i. Graduation Requirements (new) - Tabled
- ii. Faculty Credentialing Policy (tabled from last meeting) – Tabled

Due to time constraints the remaining policies were tabled until the next meeting.

E. Large Expenditure

- i. White Earth Reservation - \$84,285.34

Motion by Joan to approve the large expenditure to White Earth. Second by Joy. Approved 4-0.

F. Resolution for Check Signers

Discussion was held on the need for six check signers, this coincides with the Accounting Requirements Policy. Motion by Joan to approve the resolution and add a restriction to the Accounting Requirements Policy that either the COT Chair, COT Treasurer or President must be one of the two signers for all checks. The policy will be updated to reflect this requirement. Second by LeAnn. Motion carried 4-0.

II. Other:

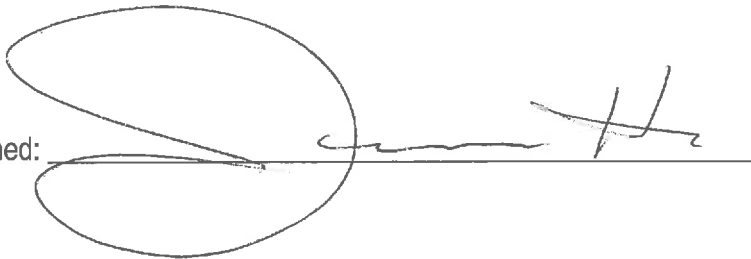
- A. Staffing Update – Brief discussion on Melinda leaving the Academic Dean position and Teresa Spaeth stepping in. A contract will be presented at the next meeting.
- B. Board Retreat with Leech Lake – Discussion on possible dates, COT agreed Friday, September 20th and Saturday, September 21st would be the best possible dates for a joint session on board development and strategic planning.

III. Calendar Updates:

- A. Next COT Meeting – August 13, 2019

Adjournment: Motion by to adjourn the meeting by Joy. Second by LeAnn. Meeting adjourned at 4:32 p.m.

Signed: _____



Date

8/13/2019