

WETCC Cabinet Meeting Minutes

Monday, November 19th, 2018

3:20 pm

WETCC Mitigomizh Conference Room

PRESENT: Sue Heisler, Dean Johnson, Joan LaVoy, Joy Annette and Brent Gish (after swearing in)

OTHERS: Lorna LaGue, Sheri Snetsinger

STAFF IN/OUT: Jen McDougall, Rebecca Dallinger, Emily Annette, Kim Snetsinger, and Joel Swanson

- I. The meeting was called to order at 3:20 by Sue.
- II. Agenda amendment
 - a. Agenda was revised. Add: We have a new employee to introduce (Emily Annette).
Delete: No financial statements or contracts this month.

Motion to approve amended Agenda by Dean, second by Joan, all in favor, motion approved.

- III. New COT Member – Brent Gish, original Council of Trustees member

Motion to approve Brent Gish as the newest COT member by Dean, second by Joan, 1 opposed (Joy), motion carried.

Introductions were conducted with COT members and staff present.

- IV. Intro of New Employee – Emily Annette, Extension Educator
- V. No Public Comments
- VI. Large Expenditures
 - a. WE RBC - \$7,274.77 Insurance
 - i. Normal, reoccurring bills which incurred in FY18.
 - b. WE RBC - \$10,787.96 WC Insurance
 - i. Normal, reoccurring bills which incurred in FY18.

Motion to pay both large expenditures by Joy, second by Joan, all in favor, motion approved.

- VII. Policies
 - a. Shared Governance (revision) – First policy revised last year. Biggest change would be 4.F. which acknowledges committees and senates. Joy would like the policy to reflect who is responsible which was Part B. COT discussed clarifying Part F to ensure it is clear COT has approval authority over policies.

Motion by Dean to approve Shared Governance Policy with revisions with # 6, # 7 and part b and f as discussed, second by Joan, all in favor, motion carried.

- b. Policy Development Implementation (revision) – Shared Governance Policy was not in place prior to Policy Development Implementation Policy. The policy discussed the timeline Senates must approve or revise once submitted from Cabinet. Joy discussed Part 2.B. which defines procedures. Faculty, staff and administration will be added to Part 3, third paragraph.

Motion by Joan to approve Policy Development Implementation Policy as revised, second by Dean, all in favor, motion carried.

- c. Holiday Leave Policy (revision) – COT discussed flex, overtime, paid Holiday pay, and compensatory time. COT would like the wording to state if unable to use flex schedule then an employee would earn time and a half.

Motion to approve Holiday Leave Policy by Joan, second by Joy, all in favor, motion carried.

- d. Personnel Action Form Policy (new) – Standard form has been in use. COT approved new policy as submitted.

Motion to approve Personnel Action Form Policy by Dean, second by Joan, all in favor, motion carried.

- e. Hours of Work Policy (revision) – Cabinet has added a new paragraph in this newest revision. COT would like hourly employee and flex time definitions reworded to clarify. COT states that policy should be reworded to earn 1.5 hours instead of 1.

Motion to approve with the changes to Hours of Work Policy by Joan, second by Dean, all in favor, motion carried.

- f. Performance Review Policy (revision) - COT discussed removing the phrase “90-day” from top of page 2.

Motion by Joan to approve Performance Review Policy with changes, second by Joy, all in favor, motion carried.

- g. Financial Aid MN Postsecondary Child Care Grant Information and Awarding Policy (new) – Most of the policy is from the Financial Aid MN Postsecondary Child Care Grant. The students requesting the award are not eligible if they receive certain state assistance. Part F. of policy will remove reference to “August”.

Motion by Joan to accept the Financial Aid MN Postsecondary Child Care Grant Information and Awarding Policy, second by Dean, all in favor, motion carried.

- h. Tuition Waiver Policy (revision) – Revision includes “a waiver will not be applied to a student account if the waiver results in an overage.” Joy clarified that students receiving financial aid overages is based on number of credits taken. Overage payment definition should be included. The policy will reference Financial Aid Over Awards and Overpayments Policy.

Motion by Joan to approve revised Tuition Waiver Policy, second by Joy, all in favor, motion carried.

- i. Financial Aid Over Awards and Overpayments Policy (revision) – Deleted last reference on page 2.

Motion by Joan to approve revised Financial Aid Over Awards and Overpayments Policy, second by Dean, all in favor, motion carried.

- j. Transfer and Readmit Policy (revision) – WETCC requires transfer student must take at least 12 credits at WETCC to receive a diploma. Approved as submitted.

Motion to accept Transfer and Readmit Policy by Joan, second by Joy, all in favor, motion carried.

- k. Book Store Policy (new) – Students receive ISBN number for books needed per course. Approved as submitted.

Motion to accept Bookstore Policy by Dean, second by Joy, all in favor, motion carried.

VIII. President's Report

- a. Student Success Visit was good, they challenge us to continue to grow.
- b. ICAT Survey – COT inquired if the survey will come back out in February. It provides good data, insight on changing areas, and holds staff/COT accountable on their responsibilities; it is tentatively planned for February or March.
- c. Customized Ed – More community members and departments are interested in Customized Ed Melinda would like to apply for a grant which would help this area grow. Time is always our barrier; Director of Development position would assist in this aspect.
- d. Director of Development position is very diverse. Search Committee failed the search. It is now opened till filled.
- e. Lorna issued the invite for COT members to attend Cabinet meetings whenever available.

Motion to accept the President's Report by Dean, second by Joan, all in favor, motion carried.

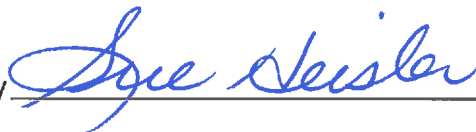
IX. Calendar Update

- a. COT Meeting Tuesday, December 18th at 2 pm

X. Adjournment

Motion to adjourn meeting at 5:11 pm by Joy, second by Joan, all in favor, motion carried.

Minutes Approved By



Date

12-18-18

