WETCC Council of Trustees Meeting

MINUTES

MEETING CALLED BY: Sue Heisler at 2:10 p.m.
TYPE OF MEETING: Council of Trustees
FACILITATOR: Sue Heisler
NOTE TAKER: Waylon Baker
ATTENDEES: Sue Heisler, Dean Johnson, Nicole Martinson, Merlin Deegan, Joan LaVoy, Joy Annette
Others: Waylon Baker, Kim Anderson, Tim Olson

Approval of Agenda: Motion to approve agenda by N. Martinson, second by M. Deegan, all in favor, motion carried. Amendment to include discussion of the AICF Grant for Early Childhood made by S. Heisler.

Approval of Minutes: April 16, 2018 - Motion to approve minutes by J. Annette, second by D. Johnson All in favor. None opposed. Motion carried.

Special meeting minutes March 26, 2018 Motion to approve the minutes made by J. Annette, seconded by N. Martinson. All in favor. None opposed.

Public Comments: None

Action Items:

<table>
<thead>
<tr>
<th>DISCUSSION</th>
<th>APPROVAL OF MONTHLY FINANCIAL STATEMENTS</th>
<th>KAMI LHOTKA</th>
</tr>
</thead>
</table>

When do the salary increases from the pay scale take effect?

What is the date the new pay scale will be implemented?

CONCLUSIONS: The cabinet will bring a proposed date at the June COT Meeting.

A motion to accept the monthly financial statement made by N. Martinson. The motion was seconded by M. Deegan. All in favor. Motion passed.

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A date the pay scale will be implemented.</td>
<td>W. Baker</td>
<td>June 11, 2018</td>
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WETCC CHECK SIGNERS

<table>
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The motion was made to make Waylon Baker, Tim Olson, Lorna Lague, Melinda Rustad, Sue Heisler, and Dean Johnson authorized to sign checks. WETCC accounts are through First National Bank, Bremer Bank, and the Credit Union.

CONCLUSIONS: J. Annette made the motion. D. Johnson seconded the motion. All in favor. Motion passed.

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<tr>
<td>Baker signed the letter and submitted it to the finance department.</td>
<td></td>
<td>6/1/2018</td>
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</table>

GRANTS

ANDERSON/BAKER
**DISCUSSION**

Kim Anderson discussed the Equity Grant which is a four-year co-teaching opportunity. They will offer GIS certification. The Special Emphasis Grant will help community members understand food nutrition, nutrition literacy. The Extension Capacity Grant will fund workshops like berry and winter camps.

Waylon Baker, Melinda Rusted, and Joel Verschoy are writing a grant through the Tribal Humanities Initiative. It will be used to strengthen the writing/English program at WETCC. The deadline for the grant is June 28, 2018.

Sue Heisler spoke to Waylon Baker about a potential grant opportunity with the American Indian College Fund through Tara Jean Yazee. It is a grant for up to 50,000.00 for Early Childhood.

**CONCLUSIONS**

D. Johnson made the motion to accept the Extension Grants. N. Martinson seconded the motion. All in favor. Motion passed.

D. Johnson made the motion to accept the Extension Grants. N. Martinson seconded the motion. All in favor. Motion passed.

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**ACTION ITEMS**

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<tr>
<td>We will reach out to the AICF and ask if they can visit our campus.</td>
<td>W. Baker</td>
<td>6/11/2018</td>
</tr>
</tbody>
</table>

**LARGE EXPENDITURES**

W. BAKER

**DISCUSSION**

Large expenditure for $9,079.00 through Instructure, Inc. for Canvas Services.

**CONCLUSIONS**

J. Annette made the motion to approve the large expenditure. N. Martinson seconded the motion. All in favor. Motion passed.

**ACTION ITEMS**

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<td>Purchase order submitted to Finance.</td>
<td>W. Baker</td>
<td></td>
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</table>

**CONTRACTS**

W. BAKER

**DISCUSSION**

Stage Systems was contracted for publicity, promotion, and graphic design for $4,999.00

Steve Dahlberg was contracted through the Extension Department to assist with the grants for $3,600.00

**CONCLUSIONS**

No motion. Just updates.

**ACTION ITEMS**

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<td>Contracts will be filed in the President’s Office.</td>
<td>W. Baker</td>
<td></td>
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**PRESIDENT’S REPORT/MONTHLY REPORTS**

W. BAKER

**DISCUSSION**

Waylon Baker submitted the president’s report and the departmental reports in the packet.

**CONCLUSIONS**

D. Johnson moved to accept the reports. M. Deegan seconded the motion. All approved. Motion passed.

**ACTION ITEMS**

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<td>The monthly reports will be filed in the President’s Office.</td>
<td>W. Baker</td>
<td></td>
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POLICY CHANGES/APPROVALS

DISCUSSION
WETCC Grant Policy – in the packet
Kitchen Use Policy – in the packet
Tuition Waiver Policy – in the packet “One course per semester” was clarified along with the “55 and older” clause.
Hiring Temporary Positions Policy – in the packet

CONCLUSIONS
J. Annette made the motion to accept the WTCC Grant Policy. N. Martinson seconded the motion. All in favor. Motion passed.
D. Johnson made the motion to accept the Kitchen Use Policy. N. Martinson seconded the motion. All in favor. Motion passed.
J. Annette made the motion to accept the Tuition Waiver Policy. N. Martinson seconded the motion. All in favor. Motion passed.
N. Martinson made the motion to accept the Hiring Temporary Positions Policy. M. Deegan seconded the motion. All in favor. Motion passed.

ACTION ITEMS
The policies need to be disseminated and stored on sharepoint.

PERSON RESPONSIBLE    DEADLINE
T. Jalowiec/W. Baker

LEASE

DISCUSSION
The Gizhiigin Arts Lease was presented to the Council of Trustees.

CONCLUSIONS
M. Deegan made the motion to accept the lease. N. Martinson seconded the motion. All in favor. Motion passed.

ACTION ITEMS
The lease will be stored in the President’s Office.

PERSON RESPONSIBLE    DEADLINE
W. Baker

BOARD GOVERNANCE

DISCUSSION
W. Baker sought permission to contact Deb His Horses Thunder for Board Training

CONCLUSIONS
The recommendation was to inquire about July or August training.

ACTION ITEMS
Contact Deb His Horses Thunder.

PERSON RESPONSIBLE    DEADLINE
W. Baker        5/18/2018

Others:
1. The Human Resources position should be reevaluated. It may need to fall under Finance.
2. The Council of Trustees’ information on the website needs to be updated.
3. WETCC E-mail addresses need to be provided for the COT.
4. List all COT members at public events like ribbon cuttings, etc.

Executive Session: 3:30 p.m.
Adjournment: J. Annette made the motion to adjourn the meeting. D. Johnson seconded the motion. Meeting adjourned at 3:52 p.m.

[Signature]
7/23/18