

# WETCC Council of Trustees

## Regular Meeting Minutes

10/24/16

2:00 p.m.

WETCC Mitigomizh Conference Room

- I. **Roll call:** Dean Johnson, Sue Heisler, Michael Fairbanks, Nicole Martinson. Joy Anne Annette arrived at 2:14, Terry Tibbetts arrived at 2:42, Joan LaVoy was absent. **Others present:** Tracy Clark, Kami Lhotka, Patty Schultz, Lorna LaGue.
- II. **Call to Order:** Sue called the meeting to order at 2:09 p.m.; a quorum was present.
- III. **Approval of agenda:** *Motion made by Dean to approve the agenda; Second by Nicole. All in favor, motion carried.*
- IV. **Public Comments:** none
- V. **Action Items:**
  - a) **Approval of September 12, 2016 meeting minutes:** *Motion made by Dean to approve; Second by Michael. All in favor, with times of executive session added, motion carried.*
  - b) **Approval of Finance Office Report:** *Motion made by Nicole to approve the Finance Report; Second by Dean. All in favor, motion carried.*
  - c) **Large Expenditures:**
    - i. **Artekta Phase III: \$3,990.83 plus \$12,022.91** *Motion made by Dean to pay Artekta invoice; Second by Nicole. One abstention, 4 in favor, motion carried.*
    - ii. **Alliance Technology-Firewall: \$10,780.65** to be purchased through Bush Distance Ed. Grant. *Motion made by Michael to approve; Second by Nicole. All in favor, motion carried.*
  - d) **Contracts:**
    - i. **Guardian Pest Control: \$105.00/month, 12-month contract** (no action needed)
    - ii. **eMobile-CAMS Master Service Agreement & Statement of Work:** (no action needed, previously approved)
    - iii. **Alliance Technology-Antivirus: \$1,600** (no action needed)
    - iv. **Alliance Technology-Aruba Wireless Points: \$5,932.69** (no action needed, previously approved)
  - e) **Approval of President's Report:** *Motion made by Nicole to approve; Second by Dean. All in favor, motion carried.*
  - f) **Policy Changes/Approvals:**
    - i. **Unrecoverable Debts Policy Change Request: Kami Lhotka** *Motion made by Dean to approve; Second by Michael. All in favor, motion carried.*
  - g) **Grants: N/A**
  - h) **Signatures needed:** Patty obtained signatures for time cards, mileage sheets, approved meeting minutes of September 12, 2016, and the bank account.

## VI. Discussion Items:

- a) **HLC Update on IT vision:** Tracy has spoken to Jeff Rosen regarding proposed changes in IT infrastructure, and we will move forward in sharing some IT resources with the Tribe to lower costs.
- b) **Financial Analysis and Sustainability:** *Tracy asked for COT support to lobby with the Tribal Government for continued financial support of WETCC. Tracy will draft a letter to present to RTC, requesting quarterly appropriations for the next few years, to show HLC that we have some stability.*
- c) **COT Vacancy, new application:** *This item moved to Executive Session.*
- d) **Pow wow:** Discussion took place; *College prefers a small, on-site less formal social dance.* Michael will research obtaining help from various programs and donation committees. He will work with the Cultural Coordinator to get students involved. The Board supports the College setting aside \$5,000.00 towards Pow wow expenses, lunch committee meetings with Michael as committee chair and point person. *Motion made by Michael that the COT will move forward to support a Pow wow for the Tribal College to have in the Spring of 2017; Second by Joy Anne. All in favor, motion carried.*
- e) **In-service Board Training date:** Patty will look into hosting a Tribal College Board in service training at WETCC for Minnesota Tribal Colleges in the surrounding area.
- f) **Training DVD for new trustees:** *Tabled, Joan absent.*
- g) **GISS-TCU 2 New Orleans Board/President Training update:** (covered in President's Report)
- h) **Board Self-Assessment:** (covered in President's Report) Patty will draft a copy for WETCC COT.
- i) **AIHEC Code of Conduct:** (covered in President's Report) Patty will draft a copy for WETCC.
- j) **HLC Accreditation informational brochure:** (for review, covered in President's Report)
- k) **Institutional data:** (covered in President's Report)

## VII. Executive Session: Council entered Executive Session at 4:00 p.m. and reconvened at 5:18 p.m.

### Results from Executive Session:

- a) **HR:**
  - i. **Demographics:** Discussion.
  - ii. **Proposed Salary Scale:** *Tabled.*
  - iii. **Org. Chart: move Marketing back under Development (action)** *Accepted with changes.*
  - iv. **Job descriptions - Finance Asst./CAMS/data Analyst and Bookstore/Procurement**
- b) **Student billed for Financial Aid Overpayment:** *Motion made by Dean that student remains responsible for the bill, and that the College work out a payment plan with the student; Second by Michael. All in favor, motion carried.*
- c) **COT Vacancy, new application:** *Patty will draft a letter of invitation to interview.*

- d) **President's job description:** *Patty will obtain Presidents' job descriptions from Fond du Lac Tribal College, Red Lake Tribal College, and Leech Lake Tribal College for Board review via email.*
- e) **COT By-Laws:** *Motion made by Joy Anne to clarify the By-Laws regarding Council Membership Qualifications, to be revised as follows (Changes in bold):*  
*Article II., Item 2.1: Qualifications: "The Council of the College will be comprised of nine members, (7) voting members and (2) non-voting members (Category 1). **At least six of the seven voting members shall be White Earth Enrollees or lineal descendants of the White Earth Reservation.** Enrolled members of another federally recognized tribe and/or from the community at large possessing special skills and/or abilities that would benefit the College may hold the remaining positions. College employees are not eligible for Council membership. Council members are selected as follows:"* *Second by Michael. All in favor, motion carried.*

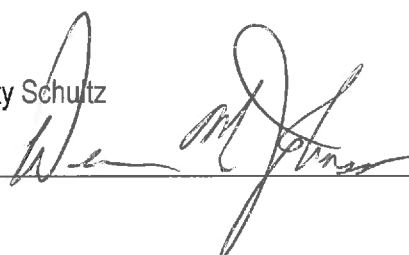
**COT requested the following:**

- i. Board Self-Assessment document customized to WETCC as a November agenda item.

**VIII. Adjournment:** *Motion to adjourn made by Michael; Second by Nicole. All in favor, adjourned at 5:30 p.m.*

Minutes submitted by: Patty Schultz

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

 date 11-18-16