

WETCC Council of Trustees

Meeting Minutes

March 14, 2016 2:00 p.m. Administration Building

Open Forum: Due to lack of a quorum, the meeting began with Open Forum.

Call to order: With a quorum present, Tracy called the meeting to order at 2:53 p.m.

Roll call: The following Trustees were present: Tracy Clark, Dean Johnson, Sue Heisler, Joan LaVoy, Michael Fairbanks (2:30), Joy Anne Annette (3:30), and Tara Mason (3:10).

The following Trustees were absent: Kim Bjerck.

Others present: Deb McArthur, Zenas Baer, Melinda Rustad.

Recorded by: Patty S.

Approval of agenda: Item #2, Discussion Items were moved into Item #1, Action Items.

1. Action Items:

1.1. Approval of minutes:

1.1.1. Regular Meeting Minutes of 2/17/2016

1.1.2. Special Meeting Minutes of 3/2/2016

Motion made by Dean to approve both; Second by Sue. All in favor, Approved.

1.2. Board Membership: Kimberly Bjerck, formerly Student Rep. Category, now Community Member At Large, has missed three meetings in this calendar year.

Motion made by Joan to declare the position vacant, per the by-laws, and open it up for candidates to apply; Second by Sue. All in favor, motion carried.

1.3. Revision of By-laws by Zenas Baer: Zenas recommended this item be tabled until the April 11, 2016 meeting, to allow him time to cross-check all resolutions of amendments to the By-laws.

1.4. Process to contact COT re: budget/agenda requests/policy approval: All agreed to edit the sample Agenda Request Form and make it accessible. Any agenda/budget/policy change request is to be directed first to the College President, who will forward it to the COT Chair if appropriate. The College President will be responsible for presenting the issue at the COT meeting, unless it is determined to be presented by the Requestor.

1.5. Approval of President's Report/Updates: (Please see attached report for all items.) Deb informed Trustees of necessary Construction Change Directives #2-Labor and materials to insulate rim joist with closed cell foam, \$2,230.00; #3-Labor and materials to modify wall hall 191, \$790.00; and #4-Supply door hardware for aluminum doors and frames, \$13,725.00. This

will be covered with contingency funds. Change Orders have not been brought to the Trustees in the past, however, they have requested to be kept informed and up to date on construction, and to be made aware of any Change Orders that involve a financial responsibility. Deb will put together an informational Construction Packet, which will be sent to Trustees later in the week. (**See follow-up notes below.*)

Trustees requested more information regarding the Summer Tuition Waiver before they feel comfortable voting on it. (**See follow-up notes below.*)

Motion made by Joan to approve Interim President McArthur's report; Second by Dean.

1.6. Large Expenditures:

1.6.1. Three Rivers Systems CAMS annual maintenance agreement, 2/17/16-2/16/17, \$29,519.44.

1.6.2. Eide Bailley audit invoice for year ended 9/30/2015, \$9,500.00.

1.6.3. Approval of Dream of Wild Health Grant Sub award Billing Invoice-Extension, \$7,000.00.

1.6.4. 2015 USDA Community Facilities Grant Equipment. Lawn tractor purchase.

Motion made by Dean to approve all 4 large expenditures; Second by Joan. All in favor, approved.

1.7. Approval of Consultant contract for follow-up Financial Aid audit: Trustees were provided for the first time with the Consultant's report of Financial Aid audit findings from October 2015. Trustees requested we close the audit out, and provide proof of corrections made to be compliant. Consultant shall report directly to COT. Motion made by Dean to accept the Consultant contract for Financial Aid Follow-up audit; Second by Michael. All in favor, motion carried.

Zenas recommended the Executive Session to address grievances be tabled until the April 11, 2016 meeting. Zenas left the meeting at 4:30 p.m.

1.8. Opening of new bank account for shared Bush Foundation Distance Ed. Grant funds: Motion made by Sue to approve; Second by Joan. All in favor, motion carried.

1.9. Time card signatures: Time cards for former President Janis were presented for signatures; Trustees agreed to sign them retroactively.

1.10. PAF signatures: Personnel Action Forms were presented for former President Janis and Interim President McArthur. Both were approved and signed.

1.11. Change signatories for signing checks: Due to staffing changes, motion was made by Michael to remove Terry Janis and Joan LaVoy's names from the signatory, and add Tracy

Clark and Dean Johnson. Second by Sue. All in favor, motion carried. Paperwork will be presented at the April 11, 2016 meeting.

1.12. AICF Traditional Native Arts Grant presentation, asking for project support: Motion was made by Joan to support the Traditional Native Arts Grant; Second by Joy Anne. All in favor, motion carried.

2. **Executive Session:** Council entered Executive Session at 4:50 p.m., and reconvened at 5:40 p.m. Discussed Interim President position and hiring of new President. No action was taken.
5. **Adjournment:** Motion to adjourn made by Dean; Second by Joy Anne. All in favor, Meeting adjourned at 5:45 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:



date:

5/9/2016

**Approval of the Change Order met an affirmative consensus vote via email on March 23, 2016.*

** There was no motion made regarding the Summer Tuition Waiver via email as of March 23, 2016.*

Patty Schultz

From: Tracy Clark <clarkt@mnstate.edu>
Sent: Wednesday, March 23, 2016 4:06 PM
To: Mike Fairbanks; Dean and Sharon Johnson; Susan Heisler; Joan LaVoy; Patty Schultz; Tracy Clark; Desirae Stalberger; Zenas Baer; Joy Annette; Joy Anne Annette niimidaa@aol.com; Tara Mason
Cc: Deb McArthur; Kami Lhotka
Subject: RE: Cost breakdown of summer waiver 2015

Deb,

The approval of the change order has met an affirmative consensus vote.

There is not a motion on the summer tuition at this time.

Thank you.

Tracy

From: Mike Fairbanks [mailto:fairbanks218@gmail.com]
Sent: Wednesday, March 23, 2016 4:03 PM
To: Dean and Sharon Johnson; Susan Heisler; Joan LaVoy; Tracy Clark; Patty Schultz; Tracy Clark; Desirae Stalberger; Zenas Baer; Joy Annette; Joy Anne Annette niimidaa@aol.com; Tara Mason
Cc: Deb McArthur dmcarthur@wetcc.edu; Kami Lhotka kami.lhotka@wetcc.edu
Subject: Re: Cost breakdown of summer waiver 2015

I vote yes, for both

On Wed, Mar 23, 2016, 4:52 PM Dean and Sharon Johnson <deansharon@arvig.net> wrote:

I vote yes on the current change orders, but would appreciate it if the next change orders be brought to the meeting for discussion and approval. Dean

On 3/23/2016 9:34 AM, Susan Heisler wrote:

Tracy,
I second it to approve the change orders.
Sue

From: Joan.Lavoy@whiteearth-nsn.gov
To: clarkt@mnstate.edu; sueheisler55@hotmail.com; patty.schultz@wetcc.edu; morningbird37@live.com; Desirae.Stalberger@whiteearth-nsn.gov; zbaer@zbaer.com; Joy.Annette@whiteearth-nsn.gov; fairbanks218@gmail.com; Niimidaa@aol.com; deansharon@arvig.net; Tara.Mason@whiteearth-nsn.gov
CC: dmcarthur@wetcc.edu; kami.lhotka@wetcc.edu
Subject: RE: Cost breakdown of summer waiver 2015
Date: Wed, 23 Mar 2016 14:32:28 +0000

Hi Tracy,

I will make a motion (by e-vote) to approve the change orders.

I am not really convinced of the summer tuition waiver, so I will not make a motion on that one. If someone else cares to make that motion, and there is a second, we can vote on that.

Miigwech.

Joan

From: Tracy Clark [<mailto:clarkt@mnstate.edu>]
Sent: Tuesday, March 22, 2016 10:38 AM
To: Susan Heisler <sueheisler55@hotmail.com>; Patty Schultz <patty.schultz@wetcc.edu>; Tracy Clark <morningbird37@live.com>; Desirae Stalberger <Desirae.Stalberger@whiteearth-nsn.gov>; Zenas Baer <zbaer@zbaer.com>; Joy Annette <Joy.Annette@whiteearth-nsn.gov>; Joan LaVoy <Joan.Lavoy@whiteearth-nsn.gov>; Mike Fairbanks <fairbanks218@gmail.com>; Joy Anne Annette <niimidaa@aol.com> <Niimidaa@aol.com>; Dean Johnson <deansharon@arvig.net> <deansharon@arvig.net>; Tara Mason <Tara.Mason@whiteearth-nsn.gov>
Cc: Deb McArthur <dmcarthur@wetcc.edu> <dmcarthur@wetcc.edu>; Kami Lhotka <kami.lhotka@wetcc.edu> <kami.lhotka@wetcc.edu>
Subject: RE: Cost breakdown of summer waiver 2015

Thank you, Sue!

From: Susan Heisler [<mailto:sueheisler55@hotmail.com>]
Sent: Tuesday, March 22, 2016 10:37 AM
To: Tracy Clark; Patty Schultz; Tracy Clark; Desirae Stalberger; Zenas Baer; Joy Annette <Joy.Annette@whiteearth-nsn.gov>; Joan LaVoy; Mike Fairbanks; Joy Anne Annette <niimidaa@aol.com>; Dean Johnson <deansharon@arvig.net>; Tara Mason
Cc: Deb McArthur <dmcarthur@wetcc.edu>; Kami Lhotka <kami.lhotka@wetcc.edu>
Subject: RE: Cost breakdown of summer waiver 2015

I prefer to vote on line due to weeks work commitments

9Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Tracy Clark <clarkt@mnstate.edu>

Date: 03/22/2016 10:02 AM (GMT-06:00)

To: Patty Schultz <patty.schultz@wetcc.edu>, Tracy Clark <morningbird37@live.com>, Desirae Stalberger <Desirae.Stalberger@whiteearth-nsn.gov>, "Sue Heisler (sueheisler55@hotmail.com)" <sueheisler55@hotmail.com>, Zenas Baer <zbaer@zbaer.com>, "Joy Annette (Joy.Annette@whiteearth-nsn.gov)" <Joy.Annette@whiteearth-nsn.gov>, Joan LaVoy <Joan.Lavoy@whiteearth-nsn.gov>, Mike Fairbanks <fairbanks218@gmail.com>, "Joy Anne Annette (niimidaa@aol.com)" <Niimidaa@aol.com>, "Dean Johnson (deansharon@arvig.net)" <deansharon@arvig.net>, Tara Mason <Tara.Mason@whiteearth-nsn.gov>

Cc: "Deb McArthur (dmcarthur@wetcc.edu)" <dmcarthur@wetcc.edu>, "Kami Lhotka (kami.lhotka@wetcc.edu)" <kami.lhotka@wetcc.edu>

Subject: FW: Cost breakdown of summer waiver 2015

Hello.

I asked Deb what kind of timeline she is on. She indicated that they have a short time line for moving forward.

Can you all please indicate by the end of the working day today how you prefer to move forward to get this vote(s) taken care of – special meeting or e-vote?

Thank you.

Tracy

From: Deb McArthur [<mailto:dmcarthur@wetcc.edu>]

Sent: Monday, March 21, 2016 1:22 PM

To: Tracy Clark

Subject: Re: Cost breakdown of summer waiver 2015

Thank you for asking. Both we would be anxious to receive a CoT vote on, especially the change order, as they will need to order this hardware. We have the regular construction mtg tomorrow at 10AM. I can ask then if you would like. I walked through the project Friday and they are busy putting in sheetrock, slowing making the space look like actual classrooms and offices.

And the summer waiver, also soon, as we would like to begin advertising it and putting on the website, etc.

Deb

From: Tracy Clark <clarkt@mnstate.edu>
Sent: Monday, March 21, 2016 1:17 PM
To: Patty Schultz; Tracy Clark; Desirae Stalberger; Sue Heisler (sueheisler55@hotmail.com); Zenas Baer; Joy Annette (Joy.Annette@whiteearth-nsn.gov); Joan LaVoy; Mike Fairbanks; Joy Anne Annette (niimidaa@aol.com); Dean Johnson (deansharon@arvig.net); Tara Mason
Cc: Kami Lhotka; Deb McArthur
Subject: RE: Cost breakdown of summer waiver 2015

Hello to you all,

There is quite a bit of information out on e-mail right now that needs to have our attention, two of which items are the summer tuition proposal and the construction change order (contingency plan).

We know we will need to vote to approve the summer tuition proposal. There did not seem to be consensus about whether or not our policy (see below) required our approval on all change orders once the original construction budget was approved. My question, therefore, is how we want to handle these two items. Do we want to "e-vote" or call a special meeting? Deb, what kind of timelines are you looking at with these two items?

POLICY (taken from previous e-mail from Patty dated 3/15/16) : Regarding the Construction Change Order for door hardware, I checked our policies to see if Change Orders require COT approval.

According to the attached WETCC Purchasing/Purchasing authority Policy, approved 8/12/2014, page 2, paragraph 2, "Construction: The WETCC Council of Trustees will approve all construction and corresponding construction budgets. Construction expenditures in accordance with approved construction budgets will be exempt from the Acquisition guidelines."

Thank you.

Tracy

From: Patty Schultz [<mailto:patty.schultz@wetcc.edu>]
Sent: Monday, March 21, 2016 11:31 AM
To: Tracy Clark; Desirae Stalberger; Sue Heisler (sueheisler55@hotmail.com); Zenas Baer; Joy Annette (Joy.Annette@whiteearth-nsn.gov); Joan LaVoy; Tracy Clark; Mike Fairbanks; Joy Anne Annette (niimidaa@aol.com); Dean Johnson (deansharon@arvig.net); Tara Mason
Cc: Kami Lhotka; Deb McArthur
Subject: Fwd: Cost breakdown of summer waiver 2015

Dear Trustees,

Please see the attached file from Interim President McArthur regarding the Summer Tuition Waiver breakdown.

Thank you,

Patty Schultz

----- Forwarded message -----

From: "Deb McArthur" <dmcarthur@wetcc.edu>
Date: Mon, Mar 21, 2016 at 9:23 AM -0700
Subject: Cost breakdown of summer waiver 2015
To: "Patty Schultz" <patty.schultz@wetcc.edu>

Patty, Would you please send this out to our CoT. It is a Summer Waiver Calculation that they have requested. All student waiver data was obtained from our Student Services office. I merely calculated the distribution we will receive based on these student count numbers and accompanying credits. Thank you, Deb