

WETCC Council of Trustees

Regular Meeting Minutes

5/9/16

2:00 p.m.

WETCC Administration Building

I. Roll call

The following Trustees were present: Dean Johnson, Joy Anne Annette, Michael Fairbanks, Sue Heisler, Tracy Clark, and Joan LaVoy. A quorum was present.

II. Call to Order

III. Q & A Forum for Staff and Faculty

The meeting began with a 30-minute Q & A Forum for staff and faculty. Sue Heisler read a statement from COT to staff and faculty.

Discussion topics included student climate, COT responsibilities, posting By-laws on the WETCC website, support of HLC, keeping good staff in place while providing an opportunity to do their best, and the COT's reasoning for appointing Tracy Clark as interim President being to stabilize and set things straight for the next president to be successful.

- a) Karen Goulet gifted an art piece to the college, entitled "Into the Light". It will be framed and displayed at Wadiswan.

IV. Executive Session

Council entered Executive Session at 2:55, and reconvened at 3:30.

- a) Met with Meredith McArthur to review audit findings. The COT is interested in hiring Meredith on contract for the next three months to assist the Financial Aid department. Tracy Clark will work with Meredith and the Finance Director to develop a budget proposal to be formally approved by the board.
- b) Reviewed COT Community Member At-Large applications. The COT will interview all applicants if they remain interested. Patty will be asked to send out letters to applicants inviting them to interview at the next regularly scheduled COT meeting.

V. Approval of minutes from last meeting

All reviewed the minutes from the 4/11/16 Regular Meeting and the 4/20/16 Special Meeting. Minor edits were suggested. *Motion made by Joan to approve both; Second by Mike. The minutes were approved with minor edits.*

VI. Action Items

- a) Finance Office Report-Kami Lhotka: Kami provided 3 report handouts, including April 2016, Fiscal Year 2016, and Profit/Loss YTD. She explained the details, and mentioned we are having trouble with billing from WE. She reported no major concerns regarding cash flow. *Motion was made by Dean to approve the budget report; Second by Joy Anne. All in favor, approved.*

- b) Large Expenditures:
 - i. Turnkey Technology Contract: Deb confirmed we do have funds for this, and that we need to complete the implementation of the Great Plains software in order to be eligible to apply for future Bremer grants. Kami was able to negotiate for an amount less than was originally stated. We need the software running by Oct. 1, 2016. In the future, maintenance will cost \$9k/year. *Motion made by Joan to approve the contract; Second by Mike. All in favor, approved.*
 - ii. Marco Contract: Cody provided 3 quotes for switches and updating the network, and recommended Marco. We have sufficient USDA funds to cover the cost. It will be implemented this summer. *Motion made by Sue to approve the Marco contract; Second by Dean. All in favor, approved.*

- c) Phase III Construction order #5 regarding insulation: Jeff Morreau explained the change order is due to the nature of the wall structure in the new library archive room, spray insulation would be better suited for the angled application, cost will be \$1856.71. *Motion made by Mike to approve; Second by Dean. All in favor, Change Order #5 approved.*

- d) Approval of President's Report/Updates: Deb gave updates on Great Lakes Community Investment grant for college completion, and the AIHEC/BIE College Bound grant additional \$12k award. We must expend the Phase III contingency funds; Deb will put together a proposal with options, including landscaping. All department reports were included in the President's Report. Melinda reported the enrollment breakdown for Summer is 37 (7 FT, 30 PT).

We had 25 students register for Fall before end of the year, 23 are carryover students.

Sue Heisler left the meeting at 4:30 p.m.

After further discussion regarding Free Summer Tuition, Trustees felt they didn't have sufficient information to make an informed decision until this point. *Motion made by Tracy to approve Free Summer Tuition for Summer 2016 only; Second by Mike. All in favor, approved. Motion made by Mike to approve the President's Report, and all Department Reports; Second by Joan. All in favor, approved.*

- e)** Status of Public Ed. Vacancy: Tracy Clark requested to formally stepped down as COT Chair for approximately one year. *Motion made by Joan to accept; Second by Dean. All in favor, approved.*
- f)** Election of new COT Chair: *Motion made to appoint Sue Heisler as new COT Chair made by Mike; Second by Dean. All in favor, approved. (Sue accepted via email).*
- g)** Contract with MSUM and liability insurance: Kami needs to add Tracy Clark to WETCC insurance coverage. Motion made by Joan to authorize the Executive Committee to finalize the contract with MSUM for Tracy Clark; Second by Mike. All in favor, approved.
- h)** Signatures needed:
 - i.** Revised By-laws, approved at 4/11/16 meeting: All signed except Sue Heisler.
 - ii.** First National Bank-new account, update information: This will be taken care of ASAP.
 - iii.** Time card: signed by Joy Ann Annette.
 - iv.** Mileage sheets: signed as appropriate.
 - v.** Regular Meeting Minutes of March 14, 2016: signed by Joy Anne Annette.

VII. Discussion Items

- a)** Financial Aid Presentation/Tuition Increase Proposal - Martha Allen: Martha explained the Financial Aid process and Tuition Increase Proposal, which

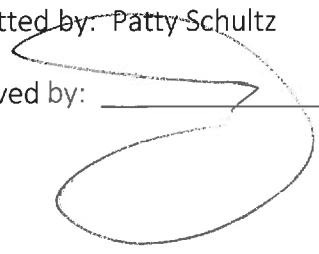
includes a food charge. After discussion regarding liabilities and licensing for food service, a motion was made by Mike to approve the tuition increase of \$17,856, less the food service fee; Second by Dean. All in favor, approved.

- b) Update from HLC Conference – Sheila Michaels, Melinda Rustad: included in department report.
- c) Update of exact student count by FTE, PT, other – Melinda Rustad: included in department report.
- d) Phase III dedication: *TABLED until June.*
- e) Clothing Fundraiser – *Sheila Michaels: TABLED for further information.*

VIII. Adjournment

Motion to adjourn made by Dean; Second by Mike. All in favor, approved. Meeting adjourned at 5:30 p.m.

Minutes submitted by: Patty Schultz

Minutes approved by:  on the date 7/11/14