

WETCC Council of Trustees

Regular Meeting Minutes

9/12/16

2:00 p.m.

WETCC Maananoons Classroom

- I. **Roll call:** Sue Heisler, Dean Johnson, Michael Fairbanks, Joan LaVoy, Joy Anne Annette, Tara Mason, Nicole Martinson. **Others present:** Tracy Clark, Kami Lhotka, Patty Schultz, Jeff Morreau, Gary Marshall.
- II. **Call to Order:** Sue called the meeting to order at 2:13 p.m.
- III. **Approval of agenda:** *Motion made by Joan to approve the agenda; Second by Dean. All in favor, motion carried.*
- IV. **Action Items:**
 - a) **Swearing-in of new trustee, Nicole Martinson:** *Read by Sue Heisler and completed. No response from Al Roy.*
 - b) **Approval of August 8, 2016 meeting minutes:** *Motion made by Joan to approve; Second by Michael. All in favor, motion carried.*
 - c) **Approval of FY 2016-2017 Budget:** *Motion made by Dean to accept FY 16-17 Budget along with a 3% COLA for employees who have been here at least 12 months, and have not received a raise in the past 12 months, providing COT is provided with a revised budget after we check with Title III; Second by Nicole. 6 in favor, 1 abstinence, motion carried.*
 - d) **Approval of Finance Office Report:** *Motion made by Joan to approve the Finance Report; Second by Michael. All in favor, motion carried.*
 - i. **Authorized bank signers:** *Motion made by Joan to add Sue Heisler and Dean Johnson to the authorized bank signers list, and remove Deb McArthur's name; Second by Nicole. All in favor, motion carried. Kami will get new forms to be signed.*
 - ii. **BIE Endowment Fund:** *Motion made by Dean to approve matching of funds in the amount of \$1946.42; Second by Joan. All in favor, motion carried.*
 - e) **Large Expenditures:**
 - i. **AIHEC Annual Fees: \$25,234.00:** *Motion to approve made by Michael; Second by Nicole. All in favor, motion carried.*
 - ii. **CAMS contract fee: \$13,980.00:** *Motion made by Dean to approve; Second by Michael. All in favor, motion carried.*
 - iii. **Artekta Phase III: \$12,022.91:** *Tabled, waiting for Zenas Baer invoice.*
 - f) **Contracts:**
 - i. **Maintenance: G & R Controls:** (no action required)

- ii. **IT: Marco:** *Tabled, need 3 quotes.*
- iii. **IT: High Point Networks Wireless Proposal:** (no action required)
- iv. **IT: Arctic IT vs. Turnkey Technology for GP Software implementation:**
Motion made by Michael to approve change of contract from Turnkey Technology to Arctic IT; Second by Nicole. Joy requested Tracy vet this with Jeff Rosen. All in favor, motion carried.
- v. **Adjunct contracts:** (no action required)

g) **Approval of President's Report:** *Motion made by Joan to approve; Second by Nicole. All in favor, motion carried.*

h) **Policy Changes/Approvals:**

- i. **Workmen's Comp. Policy and Procedure:** (same as Tribe's policy, since we are covered under them)
- ii. **Annual Leave Policy:** (change limit to 120 hours, to be zeroed out at year's end)
- iii. **Sick Leave Donation Policy:** (change to be fair and consistent)
- iv. **Employment Status Policy:** (Change FTE to 32 hours per week w/benefits)

Motion made by Dean to approve the Workmen's Comp Policy, Annual Leave Policy, Sick Leave Donation Policy, and Employment Status Policy; Second by Michael. All in favor, motion carried.

- i) **Signatures needed:** Patty obtained signatures for time cards, mileage sheets, approved meeting minutes of August 8, 2016, and the furniture large expenditure request.

V. **Discussion Items:**

- i. Update University of MN Crookston MOU: Thursday, Sept. 22.
- ii. Update on moving plans
- iii. Training DVD for new Trustees
- iv. GISS-TCU 2 Board/President training in New Orleans, Oct. 5-8, 2016
- v. Pow wow: Michael Fairbanks request: *Tabled.*
- vi. HR: Michael Fairbanks request: *Tabled.*
- vii. Reinstatement of Angel Fund by Pete Haddeland

VII. **Executive Session:** Council entered Executive Session at 5:50, and reconvened at 6:04 p.m.

Results from Executive Session:

Proposal to promote:

- i. **Admin. Asst./Receptionist to Executive Asst. to Academic and Student Deans:** *Motion made by Joan to approve; Second by Dean. 4 in favor, 1 opposed, motion carried.*
- ii. **Ojibwe Instructor to Cultural Coordinator:** *Motion to approve made by Joan; Second by Dean. 3 in favor, 1 opposed, 1 abstinence, motion carried.*
- iii. **Financial Aid Specialist to Financial Aid Coordinator:** *Motion to post position made by Joan; Second by Dean. All in favor, motion carried.*

- iv. **Bookstore to Accountant/Finance Specialist:** *All in favor to approve, motion carried.*
- v. **Finance Assistant to Finance Asst./CAMS/Data Analyst:** *All in favor to approve; motion carried.*

COT requested the following:

- i. President's job description for editing
- ii. Report on Title III
- iii. New job descriptions for Finance Asst./CAMS/Data Analyst, and the Bookstore.

VIII. Adjournment: *Motion to adjourn made by Joan; Second by Nicole. All in favor, adjourned at 6:04 p.m.*

Minutes submitted by: Patty Schultz

Minutes approved by: *Sue Heister* date *10/24/16*