

WETCC Council of Trustees Meeting Minutes

Tuesday, November 17, 2020 1:00 p.m. Virtual Meeting

MEETING MINUTES

Call to order: By Sue Heisler at 1:00 pm

PRESENT: Sue Heisler, Dean Johnson, Brent Gish, Joan LaVoy, LeAnn Person, Dana Goodwin

OTHERS PRESENT: Lorna LaGue, Jennifer McDougall, Gina Murray, Brian Dingmann, Luke Warnsholz

- I. **Approval/Amendments to agenda** – Motion to approve the agenda as written by Brent, second by Dean, motion approved 6-0.
- II. **Executive Session** – Motion to go into Executive session by Dean, second by Joan, Motion approved 6-0. Executive Session started at 1:04 pm with just the President and Board Members present.
- III. **Public Comments (5 minutes each)** - None
- IV. **Introduction of New Employees:** None
- V. **Action Items:**
 - A. **Approval of Meeting Minutes:** Regular Meeting of October 20, 2020 – Motion to approve minutes as submitted by Dean, second by Dana, motion approved 6-0
 - B. **Financial Statements:** Gina Murray presented the September Preliminary Financial Statements, still in the process of closing out the FY20 so October statements are not available. The October check register and the October Foundation report were reviewed. Dean had a question about Norseman Motors for \$1000 and McIntosh Senior Living for \$1650. Gina said that Norseman Motors is regarding student assistance and McIntosh Senior Living is for our CNA training funded through the P2P grant. Motion to approve the financial statements by LeAnn, second by Joan, motion approved 6-0.
 - C. **COT Bylaws:** The COT reviewed the governing bylaws. Substantial changes include attendance by COT member, the Student Senate representative, a reference to conflict of interest, and COT voting. The edits will be presented at the next meeting for approval.
 - D. **Large Expenditures:**
 - i. NewPort Group - \$8,000 – Jennifer McDougall said this is a proposal to review job descriptions and a wage study. Brent said that public schools do this on a schedule basis every five years. Lorna said it is more of a market study for salaries. Brent had a question if the other trustees saw the market study from back in 2018. Staff will review more and consider alternative options. No action was taken.
 - ii. Schlenger, Wenner & Co. - \$6,080 – Gina said that this was the work performed on the finance reconciliation of accounts. Motion to approve the payment by Dean, second by LeAnn, motion approved 6-0.
 - E. **Contracts:** None

WETCC Council of Trustees Meeting Minutes

Tuesday, November 17, 2020

1:00 p.m.

Virtual Meeting

F. Policies:

i. Human Resources Policies

1. Families First Paid Sick Leave – Edited – Clarification was needed on what was approved in the last meeting, Jen said #5 is not mandatory but we would need strong justification. Consensus to leave it in.
2. Staff Adjunct Faculty – New Tabled Previously – Just comments by Brent but we will leave the Subpart B for prep time.
3. Annual Leave – Annual Review Tabled Previously – Joan wants “employees that are paid under 80 hours” on page 2, first paragraph.
4. Leave of Absence – Annual Review Tabled Previously – Joan wants all sabbatical information taking out. Take sentence about LOA will not be granted on the top but leave it on the bottom.
5. On the Job Injury Policy – Annual Review – No comments
6. Post-Accident Alcohol and Drug Testing Policy – Annual Review – Just add 218 for the area code. COT wants a drug test policy for new hires and random.
7. Corrective Action Policy – Annual Review – No comments provided
8. Termination of Employment Policy – Annual Review – When an employee leaves, need to ensure all access is removed to systems.
9. Final Pay – Annual Review – Annual Review – No comments provided
10. Hiring of Temporary Positions – Annual Review – No comments provided
11. Personnel Action Form Policy – Annual Review – No comments provided
12. Worker’s Compensation Policy – Annual Review – Dean wants the WETCC sentence removed from Part 1. Fix Liaison spelling error
13. Nursing Mothers – Annual Review – Remove “up to a year after her child’s birth” from the first paragraph
14. Employment Background Check Policy – Annual Review – Sue wants EOO spelled out at the top
15. Transfer and Promotion – Annual Review – No comments provided
16. Signing Authority Upon Resignation - Annual Review – No comments provided
17. Administrative Leave – Annual Review – No comments provided
18. Essential Personnel – Annual Review – Brent wants “It’s safe to do so” on the examples part 1 for employees driving in to work
19. Telework Policy – Annual Review – Jen will change the capital D and S under the outcomes paragraph, the page after this policy is not affiliated and will be removed
20. Professional Development – New – No comments provided
21. IT Security Policy – Annual Review – Dana noticed an extra dash before security on Part 3 second paragraph. Joan wants all the computer lab section deleted. Brent wants some clarification under the users that are not our employees. “Any Employee, User, and Community member”

Motion to approve all policies with changes by Brent, second by Dana, motion approved 6-0.

G. President’s Report & Monthly Department Updates – Lorna has worked with the departments to get the fiscal year closed out. Lorraine provided a snapshot of the student body and we currently have 125 students enrolled. COVID issues were prevalent in

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October. AIHEC has cancelled their spring student conference. Finance Director position has been filled – Landa Moore will start November 30th. White Earth RBC is working on the panel project. We purchased the Tutor.com but has had a slow start so far. We have attending a couple webinars this month on assessment. We had an incident at the Head Start building and has been taking care of. The new Head Start Grant is well underway, and we have 50 people interested. Lorna submitted a report to the RBC in October on strategic planning sessions. Stephany is conduct research on building community and language revitalization. Kim is continuing with the PALS courses and making sure that everything is going great. .

Motion to approve the President's report by Dean, second by LeAnn, motion approved 6-0.

- H. **Strategic Plan** – Lorna presented the new Strategic Planning which has been completed. The processes will need to be finalized internally as far as how staff implement and continue to go forward. Motion to accept the Strategic Plan by Brent, second by Dean, motion approved 6-0.

VI. Other

A report of the Faculty Reflections for the Fall 2019 semester was presented. A report of the Student Evaluations the Spring 2020 semester was also presented. COT discussed the reports and processes which demonstrate continuous improvement. Overall, considering the pandemic, things are moving ahead.

VII. Calendar Updates:

- A. Next COT Meeting - December 15, 2020 – 2:00 p.m.
- B. Spring Semester will begin on January 11, 2021 – recruitment and registration has begun.

VIII. Adjournment

Motion to adjourn the meeting by Joan, second by Dana, meeting adjourned at 5:06 p.m.

12-15-20
Sue Heister