

TIES
Technology and Information Education Services
Executive Committee Meeting

February 18, 2015

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:01 a.m. on February 18, 2015, in the 3rd Floor Snelling Room, TIES, 1667 Snelling Ave. N., St. Paul, Minnesota. The meeting was called to order by Mr. Dan Luth, Chair. Other members present included: Ms. Marci Anderson, Vice Chair; Mr. Jim Burgett; Mr. Dan Hoverman; Dr. John Schultz; Dr. Peggy Flathmann; Mr. Jim Skelly; Mr. Mike Bash; Mr. Brian Dietz; Mr. Tim Wilson, Coordinator Rep; and Dr. Mark Wolak, Executive Director. TIES Staff members present included: Ms. Denise Sundstrom, CFO; Ms. Anita Toth, HR Manager; Dr. Benjamin Silberglitt, Director; Ms. Georgia Kedrowski, Director; and the five Lead Customer Service Experience Specialists: Ms. Jolene Kroschel, Ms. Caroline Little, Ms. Mary Mehsikomer, Mr. Mark Gamelin, and Ms. Delonna Darsow.

Mr. Mike Bash moved; seconded by Dr. Peggy Flathmann; approval of revising the agenda to add agenda item 5.5 Dissolution of TIES Nonprofitstatus and 9.5 Executive Committee Compensation, the motion carried unanimously.

Ms. Marci Anderson moved; seconded by Mr. Dan Hoverman; approval of the consent agenda, the motion carried unanimously.

The consent agenda items approval included: the minutes of the January 21, 2015 organizational and regular monthly meeting; the Treasurer's List of Disbursements for the period ending January 31, 2015, in the total amount of \$ 2,681,234.90, categorized as follows:

	December 31, 2014
Salaries/Benefits	\$ 1,006,622.90
Computer Equip & Maintenance	67,886.21
Other Budgeted Expenditures	937,452.41
Transportation	179,454.02
Reimbursable Expenditures	6,046.78
Resale	<u>483,772.58</u>
Total Disbursements	\$ 2,681,234.90

the Treasurer's Report for the month of January, 2015; change of assignment, Georgia Kedrowski, Director of Software Applications annual salary of \$122,000 effective January 2, 2015; resignation, Nina Stultz, 1.0 FTE Community and Marketing, eCommerce department, terminate without prejudice during probation period, effective February 4, 2015; resignation, Erik Thrawl, 1.0 FTE Account Manager, Technical Services, effective February 6, 2015; leave of absence,

Kari Gerhart, 1.0 FTE Education Tech Coordinator, effective approximately May 2 - July 24, 2015; and leave of absence, Barb Logan, .80 FTE Computer Operator, effective February 12 - March 27, 2015.

Item 5.5 Dissolution of TIES Nonprofit Status: Mr. Mike Bash moved; seconded by Ms. Marci Anderson a motion to approve the dissolution. Motion approved.

Item 6.0 Goal Two Update: Dr. Mark Wolak introduced the five Lead Customer Service Specialists and Dr. Ben Silberglitt presented an update on the process.

Item 7.0 Reporting and User Interface Update: Ms. Georgia Kedrowski presented an update on the reporting and User Interface for Finance & HR Pay systems.

Item 8.0 Policy Readings: Ms. Anita Toth presented for a first reading the following human resources policies: Policy 400 – Personnel Policies, Policy 401 – Equal Employment Opportunity, Policy 402 – Disability Nondiscrimination, Policy 403 – Harassment and Violence, and Policy 404 – Family and Medical Leave. Mr. Dan Hoverman moved, seconded by Mr. Brian Dietz the motion to adopt Policies 400 – 404. Motion approved. Ms. Denise Sundstrom presented for a first reading the following finance policies: Policy 701 – Establishment and Adoption of TIES Budget, Policy 701.1 – Modification of TIES Budget, Policy 702 – Accounting, Policy 703 – Annual Audit and Policy 704 – Development and Maintenance of Inventory of Fixed Assets. Mr. Mike Bash moved, seconded by Dr. John Schultz the motion to adopt Policies 701 – 704. Motion approved.

Item 9.0 Executive Director Update: Dr. Mark Wolak updated the committee about the facility study prospective completion and employee culture survey.

Item 9.5 Executive Committee Compensation: Mr. Jim Burgett requested a motion to cap executive committee compensation. Mr. Jim Burgett moved, seconded by Mr. Mike Bash to cap the executive committee compensation. The motion was withdrawn and the item will be referred back to the Ad-Hoc Committees for further review.

Item 10.0 Executive Committee Ad-Hoc Team Discussion: Ms. Marci Anderson reported to the Executive Committee the items discussed during the Personnel Ad-Hoc meeting. A motion was requested to allow the Executive Committee chair to start Executive Director Contract negotiations with Dr. Mark Wolak. Dr. John Schultz moved, seconded by Mr. Mike Bash. The motion was withdrawn and the executive committee agreed to have a broader discussion on this topic.

Item 11.0 Coordinator Report: Mr. Tim Wilson was not able to present his coordinator update. He stated he would send the update to the Executive Committee.

Mr. Jim Skelly moved, seconded by Dr. John Schultz; adjournment of the meeting at 9:23 a.m., the motion carried unanimously.