

WETCC Council of Trustees Meeting Agenda

April 16, 2018 2:00 p.m. WETCC Mitigomizh Conference Room

Call to order: 2:16 p.m.

PRESENT: Sue Heisler, Dean Johnson, Nicole Martinson, Merlin Deegan, Joan LaVoy, Joy Annette (via conference call)

OTHERS: Tracy Clark, Lisa Brunner, Lorna LaGue (Recorder)

I. Approval/amendments to agenda:

Other: Add letter of support to MSUM for social work 2+2 program

Minutes: Special Meetings will be approved in Executive Session

Motion to approve agenda: Joan LaVoy

Second: Nicole Martinson

Unanimous approval.

II. Public Comments: (5 minutes each): No one was present

III. Introduction of New Employees:

Kim Anderson, Extension Director

Lisa Brunner, Faculty will be Interim Cultural Coordinator for 3 months

IV. Introduction of Student Senate Representative:

Doug Lee

V. Action Items:

A. Approval of Meeting Minutes:

i. Regular Meeting Minutes of March 19, 2018

Motion to approve – Dean Johnson

Second – Joan LaVoy

Unanimous approval.

B. Approval of Monthly Financial Statements – Kami Lhotka

Balance Sheet shows cash balance, construction budget is on track. Accounts receivable, Foundation, Buildings, Inventory do not have any changes.

- Accounts Payable has been corrected.
- Scholarship pass through is a timing issue from the time funds are received to the time they are disbursed.
- Working on sales tax now, due the 20th.

P&L comparative with budget was reviewed.

- Negative revenue shown for an entry that was completed at audit time, an entry was reversed previously and is shown as a negative revenue now. Will be taken care of in April.

WETCC Council of Trustees Meeting Agenda

April 16, 2018 2:00 p.m. WETCC Mitigomizh Conference Room

- Expenses were standard.
- Travel and training was for HLC Conference in Chicago in April. Some expenses will show up next month.
- Telephone and Communications was a large expenditure approved in last month's COT meeting.
- Discussion on the student emergency funds available. Doug Lee mentioned a student who has stopped coming to school.

Foundation activity for March was reviewed.

MMCDC repayment was discussed, there was not a payment due.

Kami provided an update on the HLC CFI ratio requirements. HLC will review the ratios to determine how financially strong the institution is. It was recommended that we create a savings plan last year when our focus visit was conducted. Kami has created the savings plan with \$1.45 saved over the next couple of years. In 2016 the savings was \$35,000, when budgeting was done for FY2017, savings were increased. Close monitoring of the account is needed going forward to ensure the CFI ratios are maintained. Discussion on the need for fundraising. Tracy advised the COT to come up with a clear plan for going forward, there are various ways to fundraise, but be careful to remain strategic versus chasing grants. The COT thanked Kami for the fine job she has been doing.

Motion to approve: Joy Annette
Second: Nicole Martinson
Unanimous approval.

Kami will distribute the COT quarterly payment forms for processing.

C. Large Expenditures:

- i. Gordon Construction (Extension Addition) - \$141,868.20
- ii. Gordon Construction (Waadook) - \$23,178.94

Motion to approve: Dean Johnson
Second: Joan LaVoy
Unanimous approval

- iii. Title IV Return of Funds - \$9,871.36

Motion to approve: Joan LaVoy
Second: Merlin Deegan
Unanimous approval

D. **Contracts:** None for this month

E. **Approval of President's Report/Monthly Department updates** – Tracy Clark

WETCC Council of Trustees Meeting Agenda

April 16, 2018 2:00 p.m. WETCC Mitigomizh Conference Room

- Tracy is spending her time “winding down” at this point, Dr. Waylon Baker will assume the role of President next Monday.
- AIHEC site visitors were here last week assessing our IT and technology needs.
- Doug Lee presented a hemp proposal to Cabinet, no action was taken on it at this point, the proposal was to develop a curriculum for WETCC, there were some questions on the Tribal partnership.
- Project Success Coaches were here, we have an agreed upon work plan finalized, everything needs to be submitted early May, they will work with new President Baker when he is on board.
- Some clarity was received from HLC Academy, our strategic plan and work plan document was stellar. The Assessment Committee is working on their role to create institutional tools, keeping academic separated.
- HLC self study will come up fast, it will be a comprehensive visit in 2019.
- MSUM meeting will be this week to discuss more on the social work 2+2 program, a letter of support is requested. There is no cost to WETCC to add the program.
- Throughout the time Tracy was here a few in-service sessions were held, the most recent just today with Tony St.Clair.
- Doug Lee added that he has spoken with WE RBC on their hemp plans, he supports the concept of WETCC creating a curriculum.
- Joan asked about the comment Tim Olson has regarding February compliance. Tracy will get clarification.
- Tracy’s last day of work will be May 9th.

Motion to approve: Dean Johnson

Second: Nicole Martinson

Unanimous approval

- i. Cultural Coordinator – Lisa Brunner, no questions from the COT.

F. Policy Changes/Approvals:

No policies were presented for approval.

G. Grants:

We have received notice of award on the following grants:

- i. **Emergency Student Aid** – MN Dept. of Higher Ed. - \$20,000
- ii. **AICF** – Revitalizing Traditional Native Art forms (Extension, Culture, & Gizhiigan) \$5,000
- iii. **IHS** – Food Disparity (in collaboration with Food Sovereignty Coord. & IHS) - \$10,000

Tracy advised the COT that it is difficult at times to keep everyone on the same track. She hopes the new President will support the Directors and the COT will support the new President. It is a growing pain to get everyone on track and in conformance with the policies.

WETCC Council of Trustees Meeting Agenda

April 16, 2018 2:00 p.m. WETCC Mitigomizh Conference Room

Tracy feels research and data analyst grants would be the most favorable at this time for WETCC. IT and data in the past have been an after-thought.

Motion to approve Letter of Support for social work 2+2 program with MSUM: Nicole Martinson

Second: Joan LaVoy

Unanimous approval

H. Other:

i. Salary Scale

Denise Askelson joined the meeting to describe the process and proposed pay scale. Tracy has had the Cabinet working on this for some time, Cabinet approved the proposal last week. The estimated cost to bring all employees up to the minimum rate of pay will be approximately \$23,000. Five employees are scheduled to be frozen due to being at the maximum rate of pay already, most employees will fall within the scale. Retention is important for WETCC, we have not had an official pay scale in place for years. Denise completed a market study using comparable positions in the area including another Tribal College. Nicole asked for clarification on the methodology.

Motion to approve: Merlin Deegan

Second: Joan LaVoy

Opposed: Joy Annette, could not hear discussion via phone and is concerned about adding \$23,000 to salaries.

Abstained: Nicole Martinson, explained she doesn't understand the process. She will contact Denise to get

Motion passes, 3-1-1.

I. Signatures needed:

i. Large Expenditures

ii. Special Meeting Minutes of 2/26/18

iii. Regular Meeting Minutes of 3/19/18

iv. Special Meeting Minutes of 3/26/18 - **tabled**

v. Special Meeting Minutes of 3/29/18

vi. Mileage sheets

VI. **Board Governance:** Board training-reschedule when President Elect Baker begins
President Elect Baker has suggested the same trainer that Interim President Tracy Clark has suggested. Sue will follow up with him.

VII. Calendar Updates: N/A

A. Meet and Greet with Waylon Baker – April 20th, 11:30 – 1:30

B. Ribbon Cutting – new name – April 24th, 11:00 a.m.

C. Graduation – May 11th, COT members will participate in the procession

VIII. Discussion Items:

WETCC Council of Trustees Meeting Agenda

April 16, 2018 2:00 p.m. WETCC Mitigomizh Conference Room

- i. COT member on HLC committee Criterion, Tracy reviewed the five criterion and the team leaders. Kim has specifically asked for a COT volunteer, Nicole will help. COT Members would like to be made aware of when the meetings are so they can attend if their schedule allows. If there is a request from the teams, they have permission to contact COT for assistance or with any questions on the criterion.
- ii. Organizational Chart – HR – Tabled until further notice.

IX. Executive Session:

Special Meeting Minutes of February 26, 2018

Motion to approve minutes – Dean

Second – Nicole

Unanimous approval

Special Meeting Minutes of March 26, 2018 - tabled

Special Meeting Minutes of March 29, 2018

Motion to approve minutes – Merlin

Second – Joy

Unanimous approval

Discussion on board governance.

Motion was made and carried to move forward with an investigation of COT member per the recommendations of legal counsel.

Motion was made and carried that the COT member will remain removed from the COT during the investigation.

Motion was made and carried for Sue Heisler, Chair, to contact legal counsel, Zenas Baer, on behalf of the COT to respond to a letter she received from a Tribal Council member. Sue will also ask Zenas to conduct the investigation on behalf of the COT.

X. Adjournment:

Motion to adjourn – Joan at 5:12 p.m.

Second - Dean

Unanimous approval

Minutes submitted by Lorna Lague

Minutes approved by: _____

Date: _____

Sue Heisler
5/14/18