

# WETCC Council of Trustees Meeting

Tuesday, May 18, 2021 2:00 p.m.

Virtual & In-Person Meeting

## MEETING MINUTES

**Call to order by Sue Heisler, Chair at 2:01 p.m.**

**PRESENT:** Sue Heisler, Dean Johnson, Brent Gish, Monica Hedstrom (virtual), Dana Goodwin (virtual), LeAnn Person (virtual at 2:10 p.m.)

**OTHERS PRESENT:** Lorna LaGue, Brian Dingmann, Landa Moore, Jen McDougall, Lorraine Lufkins, Joan LaVoy (virtual), Lisa Brunner, Paul Pemberton

- I. **Approval/Amendments to agenda:** Motion by Dean to approve the agenda, second by Brent. Motion passed 5-0.
  
- II. **Public Comments:** None
  
- III. **Introduction of New Employees:** None, Jen referenced Arnie Soyring, new General Maintenance staff started this week, he will meet the COT in June.
  
- IV. **Action Items:**
  - A. **Approval of Meeting Minutes:** Motion by Monica and second by Brent to approve the meeting minutes of April 20, 2021. Motion carried 5-0.

**LeAnn Person joined the meeting at 2:10 p.m.**

**B. Financial Statements:**

- i. Financial Narrative & Presentation of Reports
  1. April 2021 Statements
  2. April Foundation Report
  3. April Check Register

Landa Moore presented the April financial statements. BIE funds have been drawn down this month, but there are restrictions to put the funds into an interest-bearing account. Revenue receipts were \$6.5m. There was not a lot of revenue in April, but May will have the Title III draws which will reflect the new salaries that were retro-active to March. The new budget format is not working yet, there are problems with the Great Plains system causing 450 manual entries to enter the new budget, there is only one person who assists with the system. The new budget has been entered and Landa is hoping to have the new format finalized for the next meeting. The budget was increased \$127k with the new salary amounts and two new positions added. Motion by Dean to approve the financial statements, second by Brent. Motion carried 6-0.

**C. Large Expenditures:**

- i. Instructure (CANVAS) expenditure for \$10,018.00. This is an annual expense the College pays. Motion by Dana to approve. Second by Monica. Motion carried 6-0.

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## D. Contracts:

- i. Two BIE Indian Student Count reports were presented to the COT. Fall 2020 BIE report has been reviewed and is ready for approval. The Spring 2021 BIE Indian is in draft form. Lorna asked if the COT could approve the Fall report and authorize Sue to sign the Spring report as soon as it has been reviewed internally. Motion by Dean to approve, second by LeAnn. Motion carried 6-0.

## E. Policies:

- i. Use of Logo Policy was presented by Jen, the policy was tabled for legal review to consult the Attorney on legal ramifications if needed. Brent asked for some revisions on the wording as well.

Sue Heisler appointed Brent Gish as Secretary for this meeting and authorized him to sign on behalf of the Secretary for the meeting.

- F. **Resolution & Accompanying Grant Application:** The annual USDA Equipment grant will be submitted for \$161,200 with 5% (\$8,060) match from the College. The grant will be submitted for general office and building equipment. Discussion on using the local Tribal businesses for purchases whenever possible. Motion by Brent to approve the grant and accompanying resolution and sign the application. Second by Dean. Approved 6-0.

Lisa Brunner informed the COT the Extension department received a donation from RDO. The tractor is valued at \$30,000 and has a tiller to attach for garden plowing. Last year the department distributed 3,000 pounds of food donations to the community. This year the University of Minnesota – Crookston helped with 2,500 plant starts.

## V. Other

- A. **President's Report & Monthly Department Updates** – Lorna provided an update on College happenings in April. No classes will be held over the summer, Waubun-Ogema K-12 school will be using the campus for the month of June and the first two weeks in August. May is a heavy reporting month, the President's Cabinet uses an annual calendar to track when reports are due. The organizational assessment is scheduled to start in June. Staff and student stories are being shared in the *Anishinaabeg Today* over the summer to help recruitment efforts. Contact tracing was done when the campus had a positive COVID case, the Tribal EOC is no longer in operation. A potential new partnership with Detroit Lakes High School is being discussed. Customized Ed and Language Revitalization were included. Lorna reminded the board to also review the other departmental reports included in the meeting packet.
- B. **Fall Certificate Programs:** Lorna informed the board three new certificate programs are being considered for Fall 2021 in response to the new strategic plan: Ojibwe Language, Court Advocate, Office Administration.
- C. **Construction Conversation:** Discussion was held on the idea of considering looking at costs associated with the next phase of construction for the campus. The COT agreed we should send out an RFP to solicit bids from an architect to start the planning phase.

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- D. FYI Fall 2020 Fact Sheet was shared with the board. This data is compiled by the Student Services department and provides a snapshot picture of the semester.
  
- E. Bylaws – Need Joy’s Signature.
  
- VI. **Executive Session:** The COT went into Executive Session at 3:33 with President Lorna LaGue who stayed for the beginning of the meeting. The Executive Session ended at 4:55 p.m. No action was taken following the Executive Session.
  
- VII. **Calendar Updates:**
  - A. Next COT Meeting – *third Tuesday of each month* – June 15, 2021 – 2:00 p.m.
  
- VIII. **Adjournment:** The meeting was adjourned at 4:56 p.m.

Sue Heisler  
June 15, 2021