

WETCC COT Meeting Minutes

Tuesday, December 18, 2018

2:00 pm

WETCC Mitigomizh Conference Room

PRESENT: Sue, Dean, Brent, Nicole, Merlin, and Joy

ABSENT: Joan, Terry, Alan

OTHERS: Lorna, Sheri (recorder)

- I. The meeting was called to order at 1:55 pm by Sue.
- II. Approval of COT Meeting December 18, 2018 agenda

Motion to approve agenda by Brent, second by Nicole, all in favor, motion approved.

- III. Approval of COT Meeting Minutes
 - a. COT Meeting Minutes November 19, 2018 revised

Motion to approve agenda by Dean, second by Merlin, all in favor, motion approved.

- IV. Financial Statements – New Handouts on Financial Statements
 - a. November Federal Sources
 - i. Appears to be negative because there was a Pell Return when a student was administratively withdrawn. An Administrative Withdrawn stops the increment of funds if a student stops attending.
 - ii. Gordon's and Arvig were large expenditures.

Motion to accept Financial Statements by Nicole, second by Dean, all in favor, motion approved.

- V. Contracts
 - a. Kami Lhotka's Contract
 - i. All auditors did not come on site which may be why the audit has been drawn out. Title III auditors were the only ones to physically visit WETCC. All the information pulled prior to audit date was enough. Members discussed next year the WETCC should request they show up.
 - ii. Kami will remain until W2 and 1099's are sent out. Kami is both an adjunct as well as a contractor who assists with the Finance Dept. Gina has created the contract to expire January 30th.

Motion to keep Kami on with the contract expiring January 30th by Nicole, second by Brent, all in favor, motion approved.

b. Nadine Bill's Contract

Nadine is assisting with our HLC Report. Motion to approve Nadine's contract by Merlin, second by Dean, all in favor, motion approved.

VI. Large Expenditures

- a. Brady Martz (Audit) – Gina will research why WETCC is linked closely with the WE RBC. Brent mentioned they may have included WETCC in the WE RBC Audit bid. COT mentioned searching for a past contract with the Tribe which would elaborate on the audit bid.

Motion to approve Brady Martz Audit payment of \$8,000 by Brent, second by Nicole, all in favor, motion approved.

- VII. Protection Systems (Construction) – USDA Funds were used. COT had previously approved the Protection Systems.

Motion to approve \$8,600 Protection Systems payment by Merlin, second by Nicole, all in favor, motion approved.

VIII. President's Report

- a. Reporting is consuming much time, reports coming due include:
- i. Endowment (Gina) due 1/15/19
 - ii. BIE:ISC (Joel) due 12/31/18
 - iii. Title III (Lorna & Jen) due 3/15/19
 - iv. HLC (Melinda & Lorna) due 1/18/19
 - v. State Emergency Grant (Joel) due 1/31/19
 - vi. State Supplemental Grant (Joel) due 3/22/19
 - vii. AIMS Revised (Melinda) due 1/15/19
 - viii. Foundation 990 (Gina)
 - ix. IPEDS due February 2019
- b. Cabinet has been busy with reports. CANVAS and Populi are the systems which WETCC has been utilizing. The staff turnover in June affects the access and levels of training.
- c. Discussion regarding grants. It is difficult for the staffing we have to assume more responsibilities as we are burdened with keeping up on the reporting that we have now.

Motion to approve monthly President's Reports by Dean, second by Nicole, all in favor, motion passed.

d. Director of Development

- i. Currently have 3 applications. 2 have previously interviewed.

IX. Reaffirmations:

a. Vision, Mission, and Purpose Statements – No Changes

b. Cores Values

- i. COT discussed the 7 Grandfather Teachings and what do they mean to WETCC. Each perspective is different. Lorna provided two handouts on the Core Values.
- ii. Paddling Our Canoe Forward, was an in-service offered this fall. This allowed staff and faculty to participate in a Healing Ceremony as well as discussing the 7 Grandfather Teachings. COT discussed how the WETCC needs to sit down and discuss what the teachings/core values mean here. When staff, faculty and COT began to practice the teachings on a day to day basis while on campus, Core Values will be reflected in practice. It's one thing to have lofty goals but they need to be understood universally before we can all practice them together. Sue mentioned that when looking at the core values one must be true to yourself and be true to your school. Respect yourself by showing respect to your teachers and the school itself.
- iii. The Directors are focused on keeping up with reports on a day to day. COT discussed how Cabinet can strive to focus on the Core Values daily as well. COT would like to know how is it incorporated with new Staff and Students? Orientation, posted in the Drum Hall, new employee orientation, etc. COT inquired how much staff development does WETCC have involving ethics. We have held two in-service now, the first one was very enlightening and lead us to "Moving Our Canoe Forward," which was mandatory and very well interacted.
- iv. COT would suggest hosting another session soon and to challenge the Directors to infuse the Teachings each day. Have them bring this discussion back to their trainings and meetings within their departments. It must be addressed soon in order to become strong. Merlin recommends an 8 month – a year redevelopment session. Nicole suggests away from work team building workshops such as the WETCC Christmas Party. Sue recommends a spring break for faculty/staff. Nicole suggests everyone connecting outside of work will help for everyone to gain respect. It takes interaction to build relationship. When someone takes an interest for someone outside of work, it makes the work environment even better.

c. Strategic Plan

- i. Closed out FY2018 – many projects were delayed due to the turnover.
- ii. FY2019 – 3 New Goals were added when Waylon was President.
- iii. Enrollment goal is 125. January 7th is the Deadline for new students to enroll. 88 Students are currently registered. 50 are new applicants. Typically, the last two weeks before classes start, students start coming in

in larger numbers. Everyone judges WETCC based on enrollment and graduation rates. Funders want to know those numbers and how they can increase. Enrollment starts out in hundreds but at graduation we're seeing 5-10 graduating.

- iv. Populi is student management system. CANVAS is the learning management system.
 - v. Student Interns could also do data input. The information is all confidential. WETCC closely protects their student education records by following FERPA.
 - vi. Brent inquired about the successes of our students. Lorna discussed watching the students blossom and transform from Fall Orientation to the end of the semester. The relationship between the instructors and students gives a positive sense of the community.
 - vii. Lorna as a Director of Development moved her office into the student section for a time. It's a different energy in that area of the campus. Tracy, President at that time, described how it is good to keep the tension and stress of deadlines away from students so they are not feeling that energy.
 - viii. WETCC recently honored our Spring 2018 Honor Students with a ceremony and feast. Full-time (8) and part-time (9) students on the President's List had to acquire a 4.0. Full-time (8) and part-time (3) students on the Academic Dean's List must hold a 3.5 gpa.
 - ix. Brent recommends taking students out to recruit. Our enrollment staff is currently a 2+2 student. Our COT Chair is alumni.
 - x. Facebook posts have been very beneficial to recruiting efforts.
 - xi. Brent recommends discussing the Student Successes at each COT Meeting.
 - xii. HLC Student Survey – We will also need to solicit public comments. Phyllis, the Chair of the Committee, has contacted WETCC twice.
- X. Calendar Update
- a. BIE Training (Melinda) January 8-9 (Albuquerque, NM)
 - b. January 9 – New Student Orientation
 - c. AIHEC Winter Meeting (Lorna) February 4-7 (Washington, DC)
 - d. Project Success (Joel & Lorna & Melinda) February 19-22 (Long Beach, CA)
 - e. AIHEC Spring Meeting (Lorna) March 14-16 / (Students) March 16-19 (Billings, MT)
 - f. HLC (Joel) April 5-9 (Chicago, IL)
 - g. AIHEC Board – COT October
 - h. Next COT Meeting – Generally second Monday of the Month - January 14 @ 2pm
- XI. Executive Session
- a. Organizational Chart Change
 - i. The Director of Development will be changed to a Special Projects Director and the HR Technician will be moved under that Director. The HR Position may be changed to a Special Projects position as well, pending staffing moves.

Motion by Merlin to make two changes to the Organizational Chart, second by Dean Motion, all in favor, motion passed 4-0.

XII. Motion to adjourn

Motion to adjourn at 4 pm by Nicole, second by Dean, all in favor and motion approved.

Minutes Approve By *Sue Nusler* Date *2-12-19*