

WETCC Council of Trustees Meeting

May 14, 2019 2:00 p.m. WETCC Mitigomizh Conference Room

Call to order: By Chair, Sue Heisler, at 2:02pm

PRESENT: Dean Johnson, Joan LaVoy, Brent Gish, Nicole Martinson, Sue Heisler, Joy enter at 2:05pm

OTHERS PRESENT: Lorna LaGue, Luke Warnsholz, Gina Murray, Eric Flyen, Michael Fairbanks entered at 2:21pm, left at 2:43pm

- I. **Approval/Amendments to agenda:** Add two large expenditure requests by Lorna, IT Outlet for \$7,129 and IT Outlet for \$22,700. Motion by Nicole, second by Joan to approve the agenda, Motion approved 5-0.

II. **Public Comments (5 minutes each):** None

III. **Introduction of New Employees:**

- A. Luke Warnsholz, President's Assistant
- B. Eric Flyen, Director of Finance
- C. All COT Members introduced themselves to Luke and Eric

IV. **Action Items:**

A. **Approval of Meeting Minutes:**

- i. Regular Meeting of April 9, 2019 Motion to approve by Dean, second by Nicole, Motion Approved 5-0.

B. **Financial Statements** – Gina Murray & Eric Flyen

- i. March Financial Statements for approval. Eric went through statements, he went over the college financial statements, reviewed profit and loss statement and discussed budgeting. Expenses were reviewed and explained. Motion by Joan, second by Brent to approve the March Financial Statements, Approved 5-0
- ii. Distribution of April Preliminary Statements – Eric presented the April statements without a lot of changes in assets and liabilities, profit and loss is reflecting similar to March, showing under budget in expenses and once the BIE and pass-through funding are received the bottom line will be positive.
- iii. HLC CFI discussion – Lorna explained HLC report on HLC and finance ratio was below the zone. Eric explained the HLC calculations, explained current assets and equity used in the calculations; He has worked with HLC on the CFI scores and made corrections which result in the College being ranked "in the zone". Lorna and Eric will prepare an Institutional Response for HLC.

C. **Resolution (finance)**

- i. Close Account and Transfer Funds – Eric explained all bank accounts from United Banking, transferring money into different accounts to make more in interest each year. Motion by Nicole, Second by Joy to approve the resolution, Approved 5-0.

D. **Large Expenditures -**

- i. HLC - \$8,008.87 for review
- ii. White Earth RTC - \$32,030.64 for health insurance
- iii. IT Outlet - \$7,129 for equipment out of the USDA grant
- iv. IT Outlet - \$ 22,700 for equipment out of the USDA grant
- v. Lorna explained the HLC and USDA grants, Motion by Dean, second by Brent to approve all four expenditures, motion passed 5-0.

E. **Contracts** - None

F. **Policies** - None

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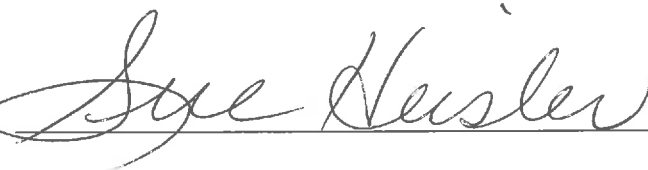
- G. **Approval of President's Report/Monthly Department updates** – Lorna provided a summary of the month, HLC report has been received, also explained different meetings with workforce efforts, meeting with workforce group soon, waiting on a new grant and hoping to provide more trainings for workforce development in our area. More opportunities for the community. Hoping for growth in certificate programs and possibly some skill testing. We want to improve student graduation rate and growth as a college. Addressed the needs between HLC and meeting workforce needs of the community. Motion by Nicole, second by Joan to approve the monthly reports. Motion passed 5-0
- H. **Curriculum – 5 New Courses** – Lorna explained internal process for adding courses, a couple internships, intro to GIS, Labs, Ingenious Woman Studies. The request for Ojibwemowin Intermediate 2 class was addressed discussing different ways for language revitalization. The classes recommended have been approved by College staff, they are electives. Motion by Brent to approve and add the curriculum, second by Nicole, Approved 5-0.
- I. **HLC Visit** – Update on drafted report received by; Lorna explained feedback on the CFI's and HLC Board meeting scheduled for June. Reviewers recommended assessments in two years, reviewers gave us resources, concerned about how the HLC Board will review the report and may or may not take reviewer's suggestions. Awesome comments about teamwork and overall direction of the College. Continue to work on assessment and the other three areas referenced in the report.
- J. **Organizational Chart Update** – Lorna explained two changes with job titles and they are Cultural Assistant (Student Success Liaison vacated when Emma retired) and Finance Supervisor as a result of department reorganization. Motion by Dean to approve the new organizational chart, Second by Nicole, Approved 4-1 (Joy opposed).
- K. **COT Vacancy** – Community Member At Large vacancy on the COT. Jen McDougall joined the meeting and shared the resumes received as a result of the advertisement for a vacancy. Bylaws were reviewed and one applicant selected to meet with the COT at the next meeting. Motion by Nicole to schedule the applicant for an interview at the next meeting. Second by Dean, Motion carried 4-0 (Joan abstained due to potential conflict).
- V. **Calendar Updates:**
- A. WETCC Foundation Meeting, May tentative – Tentative May 24th? Dean will attend.
 - B. Next COT Meeting – June 11, 2019 – 2:00 p.m. Tuesday. Joy will not be here for that.

Other

- A. Summer Workshops were discussed a little bit and explained. There has been good feedback, the first class is full.

- VI. **Adjournment:** Motion by Joy to adjourn at 3:35pm, second by Joan, Approved 5-0. Meeting adjourned.

Approved: _____



6-11-19