

WETCC Council of Trustees Meeting Minutes

Tuesday, March 15, 2022 2:00 PM

Combined in person and virtual

Call To Order: Chairperson, Dana Goodwin called the meeting to order at 2:15 pm.

Present: Dana Goodwin, Sue Heisler, Monica Hedstrom, LeAnn Person, Billie Annette

Other present: Anna Sheppard, Laura Driscoll, Muriel Stewart, Lisa Brunner, Joan LaVoy, Amber Fox, Gina Murray, Theresa Donner, recorder.

- I. **Approval/Amendments to Agenda** – Sue made a motion to approve the agenda with the following additions: Holiday Leave Policy (new) to Policy Updates, Community Development Bank signatures added to Financial Statements, and Academic Calendar added to Calendar Updates. Billie seconded. Motion carried 4-0.
- II. **Public Comment (5 minutes max)** - None
- III. **Introduction of New Employees** – The new employees were not present, but Anna ‘introduced’ Meg Perry, who will start in July as the Student Success Coach, and Thomas Ajootian, the new Custodian, who started March 7. Arnold Soyring transferred to Building Maintenance.
- IV. **Department Updates: Student Services** – Amber and Joan presented the White Earth Tribal & Community College 2022-2025 Admissions and Recruitment Plan (see attached). On **Thursday, March 17**, from noon until 2:00 pm will be a student fund raiser consisting of free-will offering Bingo, a raffle and lunch. On **Thursday, March 24** the Honor Students that made the President’s and Dean’s List will be honored at 2:00 in the Drum Hall. On **Wednesday, March 30**, WETCC will be hosting FAFSA Night from 5:00 – 7:00. On **Tuesday, March 15** the 5th and 6th graders from Norman County East came to tour the campus. They got a tour of the building, did a cultural activity and had lunch. They received swag bags filled with exciting WETCC information. On **Thursday, March 31** the Native American Class (10-12th grades) from Detroit Lakes High School will visit the campus. Ulen/Hitterdal High School will be coming for a campus visit. Amber has also started attending the orientation sessions at the Shooting Star Casino and has visited with several of their new employees that are interested in attending WETCC. Amber also attended the HoWah Event, the Circle of Life Academy Round Dance and several other community events to recruit students. Joan stated there is a plan in place to utilize our alumni to recruit students; have already had couple of Zoom alumni events.

Monica signed off at 2:42.

V. Action Items:

A. Approval of Meeting Minutes

- i. Regular meeting of February 15, 2022 – LeAnn made a motion to approve the minutes of the February 15 regular COT meeting. Sue seconded. Motion carried 3-0.

B. Policy Updates: The COT was presented with copies of the current policies reviewed, a draft of changes, and a cover letter/summary of the proposed revisions for each of the following items.

There were issues of all members present not being able to see documents presented at the meeting. It was stated that at a previous COT meeting, it had been requested to purchase computers specific for COT members/meetings, and a copy of the current organization chart. Anna will get the COT members a copy of the organization chart, and the purchase of laptops will be discussed further – specifically what funds to use.

- i. **Hiring Policy 300.01 (revised)** – Laura presented the policies for updates as Jon was not present. Sue made a motion to approve the revised Hiring Policy. Billie seconded. Motion carried 3-0.
- ii. **Search Committee Policy** – Per Laura, Jon requested the Search Committee Policy be eliminated as it is redundant – the Hiring Policy does the same thing. Billie made a motion to eliminate the Search Committee Policy due to its redundancy. LeAnn seconded. Motion carried 3—0.
- iii. **Graduation Requirements Policy 600.20 (revised)** – Frank Oakgrove, Academic Dean requested the revisions to the Graduation Policy. Billie made a motion to approve the draft of proposed revisions to the Graduation Policy. Sue seconded. Motion carried 3-0.
- iv. **Faculty Schedules & Workload Policy 600.21 (new)** – This policy was created to better serve students and the college. Sue made a motion to approve the Faculty Schedules & Workload Policy. Billie seconded. Motion carried 3-0.

There was discussion on the frequency that policies need to be reviewed – annually or on an as needed basis. Laura stated that in all of the educational institutions she has worked, she has never seen policies being reviewed on an annual basis. She stated that our policies need to be reformatted so that policy handbook is uniform in appearance. There is much clean up needed, so policies will be reviewed until cleanup is finished. A new template was used with the policy drafts presented today.

- v. **Holiday Leave Policy 300.19 (revised)** – An revision to the current Holiday Leave Policy was the addition of a paid Christmas Break. The WETCC campus will be closed from December 23 – January 1. Billie seconded. Motion carried 3-0.

C. Financial Statements:

- i. **Financial Narrative & Presentation of Reports** – Muriel provided an update on the Profit and Loss Summary dated 02/28/22 Sue requested a list of expenditures and line items that can be covered by covid funds.

LeAnn asked about the Bank Reconciliation. Muriel is working on that. She has requested extra help; she has a CPA friend who is willing to come in to help.

LeAnn made a motion to approve the Financial Narrative & Presentation of Reports. Sue seconded. Motion carried 3-0.

- ii. **Community Development Bank Signatures** – Gina presented the need to update the signature card at Community Development Bank. Dana called for a motion to remove Dean Johnson, Jen McDougall, and Lorna LaGue as signees; to add Monica Hedstrom, Laura Driscoll, and Dana Goodwin as signees, and retain Sue Heisler and Lisa Brunner. Billie made the motion. LeAnn seconded. Motion carried.

D. Large Expenditures

- i. EAPC, Architecture Professional Srv - \$5,559.41 –LeAnn made a motion to pay the first payment to EAPC. Sue seconded. Motion carried 3-0.

Billie Annette left the meeting at 4:30.

VI. Monthly Updates:

- i. Interim President's Report & Monthly Department Updates – Lisa gave an update on the training that Bob Shimek has been taking part in (snow snake making, and the game). The sugar bush will be starting up. The Extension and Cultural Department is close to completing a contract with a Mental Health provider for the students.

VII. New Business - none

VIII. Calendar Updates

- i. Academic Calendar – the academic calendar was tabled. Laura and Frank will send it out. First day of classes for Fall semester is August 29.
- ii. Next COT Meeting – third Tuesday of each month – April 19, 2022 – 2:00 PM

IX. Adjournment of Meeting – LeAnn made a motion to adjourn the meeting. Sue seconded. The meeting was adjourned at 4:43 PM.

Sue Heisler
4/19/22