

WETCC Council of Trustees Meeting Minutes

Tuesday, March 16, 2021

2:00 p.m.

Virtual & In-Person Meeting

MEETING MINUTES OF MARCH 16, 2021

Call to order: The meeting was called to order by Chair Sue Heisler at 2:05pm

PRESENT: Sue Heisler, Brent Gish, Dean Johnson, Dana Goodwin (Virtual), Joy Annette (Phone) LeAnn Person (Virtual) at 2:14pm, Monica Hedstrom (swore in during meeting)

OTHERS PRESENT: Lorna LaGue, Landa Moore, Jennifer McDougall (Virtual), Brian Dingmann (Virtual), Matt Laughlin (On behalf on Brady Martz), Joan LaVoy (Virtual), Lisa Brunner (Virtual), Luke Warnsholz

- I. **Approval/Amendments to agenda:** Motion to approve the agenda as submitted by Dean, second by Brent, motion approved 5-0.
- II. **COT Member Role Change:** The COT reviewed membership assignments. The vacancy was announced as an at-large position with a priority for a person in Indian Education. After reviewing the membership categories, a motion was made by Joy and second by Dean to move Dana to the Indian Education category. Dana agreed. Motion approved 5-0.
- III. **New Member:** Sue Heisler administered the oath of office to Monica Hedstrom who was then seated as an official COT Member – Bachelor's Degree category.

Joy Annette left meeting at 2:10pm

- IV. **Public Comments (5 minutes each):** None
- V. **Introduction of New Employees:** None

LeAnn Person joined meeting via Virtual at 2:14pm

VI. Action Items:

- A. **Approval of Meeting Minutes:** The Regular Meeting of February 16, 2020 – Motion to approve the minutes as submitted by Brent, second by Dana, motion approved 6-0.
- B. **Fiscal Year 2020 Audit:** Matt Laughlin from Brady Martz presented a drafted audit. – Matt explained that the audit is 90% done and the numbers on the audit will most likely not change when it is complete. Matt briefly explained the opinion of the auditors is that there are no material findings at this point and unless something changes, the College should have a clean audit. One last program is being tested right now and will be completed shortly. The total net position was a difference of \$900,000 due to a loss in revenue, the donation to the Foundation to pay down debt, and the PPP Loan which was not forgiven until after the fiscal year ended.

Matt explained the cash flows and loan proceeds coming in. We did have more cash flow over the year due to the additional COVID Funds. Matt reviewed the notes to the Financial Statements and explained the long-term debt in the New Market Tax Credits. Matt explained there was one finding, in accordance to Governmental Auditing Standards and Internal Control over Financial Reporting, the College should have more segregation of

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duties for employee's handling accounting records. Matt briefly explained that the company sees this a lot for smaller businesses that have the same issue. Matt then went over the compliance for each major program and the management and auditor's responsibility.

Brent had a question on page 13 about the amount of bad debts for \$288,047. Matt explained it will be at the board's discretion to write some of the bad debts off, collection could still continue. Brent had a question on page 16 about "Credit Risk". Matt said if we were investing with securities it would probably be a good idea to have a policy, but the College doesn't really invest and relies on savings instead. Brent had a question on segregation. Matt explained its very common to see segregation with small businesses, but Brady Martz did not find any findings. Brady Martz anticipates the audit will be done soon. Plans were made for Lorna to email the final audit when it is ready for approval by the COT.

Matt Laughlin (On behalf of Brady Martz) left meeting at 2:45pm

C. Financial Statements:

- i. Financial Narrative – Landa Moore explained that we still have COVID money and this month it does show that we lost \$192,000 but that is due to the timing of student scholarships which are heavy in only two months out of the year so that will level out. Overall, we are still over budget for student aid, but we are underbudgeted from a monthly perspective. The budget is 90% done and will be presented at the next meeting. Landa said that we will focus on getting the audit complete and then go back to working on budgets. Motion by Dean to approve the Financial Reports including the February 2021 Statements, January & February Foundation Report, and February Check Register. Second by LeAnn, motion approved 6-0.

D. Large Expenditures:

- i. Quality Matters - \$8,809.06 - Lorna said that this is professional development for Faculty on modules for Quality Matters. This training will provide faculty more information for delivering the HyFlex and online Classes. Discussion was held on the investments made by the College when staff attend professional development and if there is any assurance the College benefits. Brent would like a proposal agreement on the faculty using the training for our institution. Motion by Brent to agree to the expenditure providing each of the staff members agree to complete all the workshops, second by Dean, motion approved 6-0.

E. Contracts: None

Executive Session – The COT went into an Executive Session beginning at 3:07pm

Motion by Dean and second by Monica to resume the Regular Meeting at 4:00pm

Motion by Dean and second by Monica that the COT work with President Lorna LaGue on a continued contract. Motion passed 6-0. Lorna informed the COT Members there is currently not a contract in place.

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Motion by Brent and second by Dana to have the COT Members provide their evaluation input to Sue and the COT will have a compensation discussion with President Lorna LaGue in the next meeting. Motion passed 6-0.

Dean Johnson left meeting at 4:05pm

F. Policies:

- i. Fundraising Policy – Motion to accept this policy by Brent, second by LeAnn, motion approved 5-0.
- ii. Grants Policy – The COT discussed the policy surrounding the sustainability of positions that are grant funded. The considerations need to include forethought and ensure they are positively contributing to the students or overall mission of the College. The COT would like an outline presented to them for consideration before a grant is submitted (target 30-days). The grant must be approved by the President before it goes to the COT and can also be addressed on the departmental monthly report.
- iii. Pay Scale – The COT discussed the changes made by White Earth RBC to increase minimum wage to \$16/hour throughout the Reservation. Two proposals were presented to open the discussion. Jen has gathered information from White Earth and the Casino. Administration will review this more in conjunction with the budgeting process. The COT would like to see the minimum wage increased to \$16.00 per hour with a compounding effect for the other grades as well.

VII. Other

- A. President's Report & Monthly Department Updates – February allowed the Campus to open again! We are waiting for information on new COVID Funds. Internal meetings will transition to bi-weekly now as we move closer to the November HLC Focus Visit. We are working on a workforce development plan and strengthening our partnerships with area institutions. Professional development is being emphasized as this is an allowable expense for the COVID funds. ACE's (Adverse Childhood Experiences) is scheduled this week. WE Public Health provided COVID shots to our staff. Kim has been working on CAN and EMT courses and using a hybrid model with classroom and Zoom options. We are still hoping to add an Ojibwe Language Certificate program in the fall. Lorna encourages all the members to also review the other departmental reports for many things going on around campus.
- B. Waubun School District Space Conversation –Waubun school District is interested in the possibility of using some space at the WETCC Campus this summer as both Waubun and Ogema schools have construction this summer. The COT agreed.
- C. Bylaws – Luke has the bylaws that were previously approved and needs signatures from COT Members to finalize the document. Arrangements will be made.

VIII. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – April 20, 2021 – 2:00 p.m.

IX. Adjournment

Motion to adjourn the meeting by LeAnn, second by Monica, meeting adjourned at 4:55pm.

Sue Skider
4/20/21