

WETCC Council of Trustees Meeting Agenda

Tuesday, June 16, 2020 2:00 p.m.

Virtual Meeting

MEETING AGENDA

Call to order: By Sue Heisler, Chair at 2:01 pm

PRESENT: Sue Heisler, Brent Gish, Dean Johnson, Dana Goodwin, Joan LaVoy, LeAnn Person

OTHERS PRESENT: Lorna LaGue, Jennifer McDougall, Lisa Brunner, Gina Murray, Luke Warnsholz, Brian Dingmann, Jon Archer (On behalf of Schlenner Wenner & Co)

- I. **Approval/Amendments to agenda:** Motion to accept the agenda as presented by Brent, second by Dean, motion approved 6-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** Lorna introduced Brian Dingmann to the COT members. Brian gave the COT Members a short introduction of himself. .
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of May 12, 2020 – Motion to approve the minutes as submitted by Joan, second by LeAnn, motion approved 6-0.
 - ii. Special Meeting of June 3, 2020 – Motion to approve the minutes with changes from "PM to AM" by Joan, second by Brent, motion approved 6-0.
 - B. **Financial Statements: Schlenner Wenner & Co –** Jon Archer from Schlenner Wenner & Co. joined the meeting to present the May financial statements. Jon introduced himself to the COT members.
 - i. May Financial Statements – Jon said that there is some money coming in that was totally unexpected considering everything going on with COVID-19. The spending side of the statement is a little bit more this month due to the whole situation. Jon explained that across the board, one of the expense line items is pass through dollars for student scholarships that appears to offset savings but really there's no net income affect to the college related to those funds. Jon explained that our spending is below what we had budgeted for the year and his takeaway here was that we have done a good job of reacting to what is going on with COVID and spending accordingly. Jon mentioned they have noticed some accounts are not reconciling to the general ledger, they are aware of it and are working to reconcile everything to the balance sheet. WETCC had \$100,000 in revenue for the month of May. Our year to date revenue is above what we had budgeted. Jon pointed out the scholarship dollars and explained that it is a little misleading because it shows that we are spending a lot more than what we budgeted for but really there is no true net impact because the funds pass through. Jon explained the year to date net income is \$521,000. Brent asked if there were any concerns to which Jon said there were no red flags. Jon also said he thinks in conclusion there are some classification issues which may not be quite accurate, so he advises when looking at these financial statements to focus more on the total in each category and the equity at the end of the year. Equity is currently strong at \$8.2 m.
 - ii. May Foundation Report – Gina Murray – Gina said the foundation was the same routine as previous months. Nothing changed.
 - iii. Check Register – Lorna LaGue - Lorna said there was a lot of activity in May due to student incentives. The students were given specific incentives to keep them motivated during COVID. Weekly incentives were given distributed, \$100 for full

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time students and \$50 for part time students. Most of this was assistance from COVID money.

Motion to accept the financial reports by Dean, second by Dana, motion approved 6-0.

C. **Large Expenditure:** None

D. **Contracts:**

- i. Lorna presented a contract for CDA instruction through the P2P grant. Since Sue is the contractor, she will step aside for the conversation and excuse herself. First Sue discussed her experience and how she brought the CDA course to the customized ed. LeAnn assumed the role of Chair. Brent had a question about a service agreement. Dean had a comment that this would be helpful for our area. Motion to accept the contract by Brent, second by Dean, motion approved 5-0. Following the discussion Sue resumed the role of Chair again.

E. **Policies:**

- i. Special Projects – Annual Review – Jennifer McDougall
 1. IT Security Policy – Dana said one of the IT needs a T. Dean said we need “it” deleted on page 26.
 2. Security Policy - no comments provided
 3. Security Reporting Policy – no comments provided
 4. Security Crime Log Policy – Recommend Removal of this policy and combine with Security Reporting Policy
 5. Emergency Notification Policy – Brent had a question about a public address system where if we were in an emergency, there is no intercom. Brent had a question for if there is an “all call option” and Jen will check on that.
 6. Hazardous Materials Policy – no comments provided
 7. Carry of Firearm or Weapon Policy – no comments provided
 8. Alcoholic Beverages or Controlled Substances Policy – no comments provided

Motion by Dean to approve all policies and remove the one noted. Second by Joan, Motion approved 6-0.

- F. **President’s Report & Monthly Department updates Lorna LaGue** - It has been a busy month. Lorna said that we are proud of the students and that all got through this semester. There was a lot of challenges that they had to face, but they did an awesome job. The US Department of Education had a \$803,000 grant that you will see in your next month's financial report. The paycheck protection was difficult, but we got it done. Lorna reminded everyone tomorrow is the graduation ceremony - it will not be the typical graduation ceremony, but we are going to try to make sure it's safe for everybody and practice social distancing and do what we can while we honor our graduating students. We did get the payroll and accounting transitioned to the new firm so all timecards are being done electronically now and the new company is processing the payroll; Jon Archer will be presenting the financials on a regular basis. Both the science and English instructors have accepted the positions and we are excited to have those two coming on board. We will have a meeting about strategic planning later in the meeting to discuss goals. Some staff have been into the office and will talk about that later as well. AICF has been very helpful

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assisting students with funding. Teresa is working to getting the assessment done and transitioning with Brian to take care of the dean position. Lots of budgeting happened with Lisa's departments this month. We will need to start working on our FY21 budget as well as planning. Motion to accept to monthly reports as written by Brent, second by Joan, motion approved 6-0.

G. **AY 20-21 Tuition** – Lorna explained our plan in 2018 was to increase our tuition every other year. Our tuition is \$143 per credit right now and is scheduled to be increased to \$157 per credit this fall. Lorna presented a breakdown of the fees and a comparison with other local colleges. The average financial award last year was over \$9,000. Lorna ran some numbers based on 100 students and what our calculations would be for revenue. Motion to go with the plan previously approved and increase the tuition to \$157 per credit by LeAnn, second by Joan, motion approved 6-0.

H. **Budget & Modifications** – Lorna explained the last meeting we had a lot of discussion about revenue. She presented a breakdown of the budget and the changes that have happened. Net revenue has increased to \$1.4 million for this year. All departments were asked for budget modifications when reviews were completed. Lorna presented modifications requested. Sue had a question about the science department and improvements. Brian said he came up with about \$275,000 in improvements that would significantly improve the science lab. These budgets will intertwine with strategic planning. Sue had a question about professional goals and looking at the future. There was some discussion on what we should do for strategic planning and what we should do going from here. Brent wanted a clarification on the \$800,000 that we do not have allocated for and asked about growing and expanding. Motion to accept the Budget & Modifications as with exception of \$50,000 for development in Minneapolis by LeAnn, second by Joan, Motion approved 6-0. Modifications include: -\$69,600 for Customized Ed revenue and expense increases of: \$40,000 Academics, \$54,500 IT, \$500 Customized Ed Travel, \$5,000 HR, and -\$5,000 in Customized Ed expenses.

V. Other

A. Discussion:

- i. Staffing/Return to Work – A return to work plan has been prepared. Staff have been practicing social distancing and there are many who have already been back to work, people are struggling at telework, student services need to be proactively recruiting students for fall. The COT agreed to invite Ed Snetsinger, White Earth Emergency Management, to campus and walk through the plan.
- ii. Strategic Plan Update – Lorna went through a strategic planning handout and discussed where we are at with the current plan and planning process for next year. She suggested some temporary changes in the strategic priorities to coincide with the current happenings. It was the consensus of the COT to stay with the current strategic priorities in place.
- iii. Capital Improvement Plan was shared with the board. Lorna had just received the plan, so she has not yet had time to review it.

B. FYI Student Support – Student Success – Lorna shared an article she submitted to "Tribal College Journal".

C. Next COT Meeting – July 21, 2020 – 2:00 p.m.



VI. Adjournment

Motion to adjourn the meeting by LeAnn, second by Joan, meeting adjourned at 4:36pm