

# WETCC Council of Trustees Meeting Minutes

Tuesday, September 15, 2020 2:00 p.m. Virtual & In Person Combined Meeting

## MEETING MINUTES

**Call to order:** By Sue Heisler, Chair at 2:03pm

**PRESENT:** Sue Heisler, Brent Gish, Joan LaVoy, Dean Johnson, Dana Goodwin (at 2:08)

**OTHERS PRESENT:** Lorna LaGue, Brian Dingmann, Jennifer McDougall, Gina Murray, Luke Warnsholz

- I. **Approval/Amendments to agenda:** Motion to accept the agenda as presented by Joan, second by Dean, motion approved 5-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** None
- IV. **Action Items:**
  - A. **Approval of Meeting Minutes:**
    - i. Regular Meeting of August 18, 2020 – Motion to approve the minutes with a correction to “Agenda” by Brent, second by Joan, motion approved 4-0.

Dana Goodwin joined the meeting at 2:08 p.m.

### B. Financial Statements:

- i. Gina Murray presented the August Financial statements and narrative prepared by Schlenner Wenner & Co. College income this month was \$154,000. Of this, \$79,000 represents BIE endowment funds received. Year to date income of \$5.13 million is \$1.2 million favorable to budget.
- ii. Gina Murray: August Foundation Report – No comments provided
- iii. Gina Murray: August Check Register – No comments provided

Motion to approve the financial statements as submitted by Dana, second by Joan, motion approved 5-0.

- C. **FY21 Budget & Organizational Chart** Lorna presented two changes to the organizational chart that coincide with the fiscal year 2021 budget also being presented. Budgets must be approved before October 1<sup>st</sup> otherwise the system will not allow purchases. The first section is revenue budget projected for FY21 and the second section is the expense budget for FY21. We have not received official word from White Earth for the annual appropriation from the Tribe. The two Title III grants have been granted, one with an increase of \$83,426. There are difference finance aspects that will show up as a flow through for student scholarships and assistance. There have been a few increases for tuition, book fees, and computer fees. On the expense side, we are budgeted to spend funds that will be carried forward from the current FY20 budget. Brent suggested the budget be able to be revised as changes occur throughout the year. There have been changes in expenses and Joan had a question about salaries, Lorna explained the college budgets at full staff for all salaries reflected on the organizational chart. Dean asked about the grant writer salary and Lorna said it will be under Administration. Dean had a question about local share for any grants; Lorna explained currently only the USDA grant has a match and it is budgeted under operating expenses. Brent asked about the income and

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expense and how carryover will reflect general spending. Lorna explained accounts are being watched closely to ensure expenses are charged to appropriate accounts. Dean had a statement of how a granting agency might look at our finances. Brent added a concern over sustainability and ensure expenditures can be sustained over a long period of time. Lorna explained in order to grow the college we need to increase the capacity and the Grant Administrator would help with this. Lorna is also proposing a title change from "Co-Curricular Director" to "Community Extension Services Director" to conform with the current situation. Joan asked about description positions and what "middle management" was. Lorna shared the Cabinet Member's position descriptions with the board. After discussion, a motion was made by Joan to approve the FY21 budget and the title change, but table the new Grants Administrator position. Second by Dean. The FY21 budget will be adjusted to remove the proposed position. Motion carried 5-0.

## D. Large Expenditure:

- i. Schlenner Wenner & Co Gina said the company is already contracted with us to work 20 hours per month and she had called them to negotiate the cost of helping to close out the fiscal year. Their proposal was originally over \$5,000, but now is slightly under. Since it is under \$5,000 no action will be needed, but Gina wanted to be sure the board was aware in case it should go over at which time she would bring it back to the COT for action.

## E. Contracts: None

## F. Policies:

- i. Customized Ed Supportive Services Policy (New)
- ii. Financial Aid Satisfactory Academic Progress Policy (Revised)
- iii. Course Repeat Policy (Revised)

Lorna explained the Customized Ed policy is new and is a requirement by the grant. Brian explained the two Student Services policies were necessary following an audit by the State of Minnesota. After discussion, Dana mad a motion to approve all three as presented, second by Joan, motion approved 5-0.

- ## G. President's Report & Monthly Department Updates
- Lorna said that August was a very busy month. Staff was awesome to help get students prepared for the Fall semester. Brian worked with faculty to ensure that our learning outcomes were completed. Ed Snetsinger, Emergency Management for White Earth, helped get everyone prepared to handle the COVID situation and ensure we had safety measures in place. We are waiting on student computers to arrive yet. The HyFlex is going well and we continue to monitor closely. Indigenous Collaborators was here to work with us for our Strategic Planning session. Brian is getting ready for Spring semester. IEC completed their annual report. Lorna went to an RBC meeting and a construction request was submitted. We started with 145 student and we had 141 at census date. Motion to accept the president's report by Brent, second by Joan, motion approved 5-0.

## V. Other

- A. FYI WE RBC Report – Quarterly report Lorna provided to WE RBC

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- B. FY19 Annual Report – Annual report completed by the Institutional Effectiveness Committee outlining the highlights of FY19. Ideally staff hope to have this done sooner and eventually prepare an annual report for external stakeholders.
- C. Draft Strategic Planning Goals – Lorna shared the drafted strategic planning report outlining the progress so far. The next step will be to create action plans, but before that happens the COT should meet with the Facilitator to prioritize the goals. Lorna will coordinate this tentatively for the same date as the upcoming Honor Ceremony.

## VI. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – October 20, 2020 – 2:00 p.m.
- B. October – Need to hold COT Organizational Meeting (Bylaws) – Terms

At the request of the board, the COT meeting went into Executive Session at 4:32pm to discuss staffing and campus climate with Lorna.

The Executive Session ended at 5:28 – no action was taken by the board when it reconvened.

## VII. Adjournment

Motion by Brent and second by Dana to adjourn the meeting at 5:28 p.m.

*Sue Heister*  
10-20-20