

WETCC Council of Trustees Meeting Minutes

Tuesday, August 11, 2020

2:00 p.m.

Virtual & In Person Combined Meeting

SPECIAL MEETING AGENDA

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

PRESENT: Sue Heisler, Brent Gish, Dean Johnson, LeAnn Person, Joan LaVoy at 2:17pm, Dana Goodwin at 2:23pm

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 Brent, second by Dean, motion approve 4-0.

II. **Action Items:**

A. **Policies:**

i. Student Services

1. 700.02 Student Records – No comments provided
2. 700.03 FERPA – No comments provided
3. 700.04 Student Bill of Rights – No comments provided
4. 700.05 Student Code of Conduct – Dean would like “Certified mail” on page 6
5. 700.06 Student Grievance – Brent wants “Technician” added on page two
6. 700.07 Disability Services – Brent had a question on how we evaluate students with disabilities and Jennifer answered the question. No changes.

Joan Lavoy entered the meeting at 2:17pm via GoToMeeting

7. 700.08 Emotional Support Animals – No comments provided
8. 700.09 Immunization – No comments provided
9. 700.10 Field Trip – No comments provided
10. 700.11 Student Sexual Harassment (DELETE) – No comments provided
11. 700.12 Financial Aid Satisfactory Academic Progress – Dean wanted the abbreviations for the grade assignments to be in full content. COT will table this policy until next week.

Dana Goodwin entered the meeting at 2:23pm via GoToMeeting

12. 700.15 Administrative Drop Withdrawal – Joan wants “withdrawn” on page 1
13. 700.16 Add Drop – Joan wants a period added on page one after the word semester. There are some grammar errors on page two.
14. 700.17 Course Audit – No comments provided
15. 700.18 Course Repeat – No comments provided
16. 700.19 Tuition Waiver – No comments provided
17. 710.01 Student Admissions – No comments provided
18. 710.02 Post Secondary Enrollment – TABLED
19. 710.03 Transfer and Readmit – Sue wanted SAP to be in full at the top for policy reference.
20. 710.04 Student Orientation – Dana wants “the final decision of the Academic Dean will be the final decision”.

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21. 720.01 Financial Aid Code of Conduct – No comments provided
22. 720.02 Financial Aid Over Awards – Brent wants clarification of Aid added on this policy. TABLED
23. 720.03 Financial Aid R2T4 – No comments provided
24. 720.04 Retention of Financial Aid Records – No comments provided
25. 720.05 PSCCG – No comments provided
26. 720.06 Financial Aid Student Worker (NEW) – No comments provided

Motion by Joan to accept Student Services policies with changes and table the two policies marked above. Second by Dean, Motion approved 6-0.

ii. Human Resources

1. Number TBD Title IX (New) – No comments provided
2. 300.03 Equal Employment – No comments provided
3. 300.05 Outside Employment – No comments provided
4. 300.06 Personnel files – Define HR. Brent suggested a system to shred old files after seven years. There are two certifications that should be combined in page two and three.
5. 300.07 Release of Employment Records – No comments provided
6. 300.08 Employee Policies and Handbook – Dana wanted to delete “the” before Share point. Sue mentioned the mission of the grandfather teachings to be an annual thing
7. 300.09 Probationary Period – No comment provided
8. 300.10 Personal Code of Conduct – LeAnn wants the definition to be a little cleaner and reworded to be changed to code of conduct is defined as ethical and professional conduct expected of WETCC’s employees. Colon should be a period. Brent wants “a manager” instead of management on page 3.
9. 300.11 Dress Code and Personal Hygiene – TABLED
10. 300.12 Employment Classification – No comments provided
11. 300.32 Sexual Harassment in the Workplace (DELETE)

Motion by Joan to accept the Human Resources policies with changes and table the one marked above. Second by Joan, motion approved 6-0.

iii. Finance

1. 510.02 Bookstore Policy – No comments provided

Motion to accept the Bookstore Policy by Dean, second by Brent, motion approved 6-0.

III. Calendar Updates:

- A. Next Regular COT Meeting – August 18, 2020 – 2:00 p.m.
- B. Orientation for Students – Aug 18th 5-8, Aug 19th 1-4 & 5-8, Aug 20th 1-4
- C. Classes resume – August 24th

IV. Adjournment

Motion to adjourn the meeting by Joan, second by LeAnn, meeting adjourned at 4:17pm

WETCC Council of Trustees Meeting Minutes

Tuesday, July 21, 2020 2:00 p.m.

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MEETING AGENDA

Call to order: By Sue Heisler, Chair at 2:05pm

PRESENT: Sue Heisler, Brent Gish, Dean Johnson, Dana Goodwin, Joan LaVoy, (LeAnn Person at 3:00pm)

OTHERS PRESENT: Lorna LaGue, Brian Dingmann, Jennifer McDougall, Jacob McArthur, Gina Murray, Lisa Brunner, Luke Warnsholz

- I. **Approval/Amendments to agenda:** Motion to accept the agenda as presented by Brent, second by Dana, motion approved 5-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** Jessica Asher, HR Tech was introduced. Jessica introduced herself to the COT members.
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of June 16, 2020 – Motion to approve the minutes with addition of adding Emergency Management position title for Ed Snetsinger by Dean, second by Joan, motion approved 5-0.
 - B. **Financial Statements:**
 - i. Schlenner Wenner & Co: June Financial Statements - Gina Murray explained the year to date income is \$1 million dollars and looks good. The college had an income of \$295,000 for the month of June. The expenses total for the year is \$3.1 million and is in line with the budget. The year to date income has increased over the past couple of months. Schlenner Wenner & Co is reconciling the accounts receivable and verifying account balances. Lorna LaGue said the college is sitting very financially strong and we have been in contact with the tribe and the additional funds received this year will help us carry over for the next year. We should be sitting good as we go into our budgeting schedule and should be ending this year very strong. Brent had a question of a preliminary budget to help be prepared for September. Lorna said we will try but as of right now, Lorna is not aware of any significant changes. We will have carryover from our funds for next year due to the COVID funds.
 - ii. Gina Murray: June Foundation Report
 - iii. Gina Murray: Check Register

Motion to accept the financial reports as presented by Joan, second by Dean, motion approved 5-0.

C. **Large Expenditure:** None

D. **Contracts:**

- i. Lead for America - \$30,000 – Lorna LaGue presented a contract with Lead for America, a new nonprofit organization that will go out and help small communities. They have placed twenty different fellows across Minnesota and their mission is to help small towns and broaden our community for re-developing our language. The tribe has done a lot of things to try and attempt to re-develop our language. We brainstormed and thought about having a community wide language class that would need to have a whole broad effort with the whole community. This

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fellowship would provide us a consultant to come here and work on bringing all the community partners together and coming up with a plan to revitalize our Ojibwe language not only at the college, but throughout the entire White Earth Reservation and beyond. It will fit in our budget and it will fit our mission of the college. Lead for America said they are ready to start at any time. Motion to approve the contract by Brent, second by Joan. Motion approved 5-0.

E. Policies:

- i. Academics Annual Review – Brian Dingmann & Lorna LaGue presented updated policies:
 1. 600.02 Curriculum – Under definitions, The COT will not be responsible for making the Curriculum, but they will approve the classes.
 2. 600.03 Faculty Credentialing – No changes
 3. 600.04 Adjunct – No changes
 4. 600.05 Academic Honesty – No changes
 5. 600.06 Academic Freedom – No changes
 6. 600.07 Assessment of Student Learning – No changes
 7. 600.08 Credit for Prior Learning – No changes
 8. 600.09 Course Test-out – No changes
 9. 600.10 Syllabus – No changes
 10. 600.11 Classroom Instruction – Brent had a question about 15 weeks of instruction, and we will be changing it from weeks to accumulated hours.
 11. 600.13 Low Enrollment – No changes
 12. 600.14 Grade Appeal – No changes
 13. 600.15 Academic Expulsion – No changes
 14. 600.16 Academic Program Review – No changes
 15. 600.17 Grading and Grade Submission – No changes
 16. 600.18 Incomplete Student Contract - No changes
 17. 600.19 Independent Study – No changes
 18. 600.20 Graduation Requirements – No changes

Motion to accept the policies with changes by Brent, second by Dean, motion approved 5-0.

LeAnn Person joined the meeting at 3:00pm

- ## F. President's Report & Monthly Department Updates -
- Lorna LaGue said the highlight for June was the graduation ceremony and we were grateful for the casino to allow us to use their space. It was not our typical ceremony, but we are happy to have it. Lorna is still working with strategic planning. A grant has been submitted to the US department of HHS – Office of Head Start. This grant would provide 40 students with help to pursue their AA degree and if students already have a 2-year degree, they will go on the their 4-year degree to the University of Minnesota Crookston. We would add two positions at WETCC and be able to cover most of the cost of attendance for the students if we were awarded. Staff returned to campus on June 24th. A lot of focus has been on Fall semester. New student enrollment is very slow right now for every school around the area. We have seven faculty members doing development with AIHEC. Two employees were subject to false unemployment claims, but we caught the matter timely. Faculty members are signing contracts. We had applicants for the Finance Director but will continue with the Accounting Firm at this time. Cabinet is working for planning and budgeting for the following fiscal year. We did get more funding in June, \$715,759 for the CARES Act and \$100,000 which

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is pending for the State GEER funds. Motion to accept the president's report by Joan, second by Dean, motion approved 5-0.

V. Other

- A. Spring Semester Student Feedback – Lorna LaGue - The biggest barrier that our students had was switching to online classes but overall, our faculty was supportive and helpful for our students.
- B. Fall Semester Plans for classes – They were comments made by Lorna, Dean, Dana, and Brent on how we should approach this semester. It was agreed that we will have classes on campus and use the HyFlex model for course delivery to provide students the option of being in person or joining via zoom. Staff will announce the plans.

VI. Calendar Updates:

- A. Next COT Meeting – August 18, 2020 – 2:00 p.m.

VII. Adjournment

Motion to adjourn the meeting by Joan, second by LeAnn, meeting adjourned at 3:47pm

Sue Heister

8/18/20