

WETCC Council of Trustees Meeting Agenda

December 10, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

MEETING AGENDA

Call to order: Sue Heisler, Chair, called the meeting to order at 2:02pm

PRESENT: Sue Heisler, Dean Johnson, Joan Lavoy, LeAnn Person

OTHERS PRESENT: Lorna LaGue, Eric Flyen, Gina Murray, Luke Warnsholz, Hillary Barron

- I. **Approval/Amendments to agenda:** A couple things were added to the agenda from the original packet, including an executive session to be held at the end of the meeting. Motion by Dean to approve with additions, second by LeAnn, Motion approved 4-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** Lorna gave an introduction of all employees and all employees introduced themselves to the COT members.
 - i. Hillary Barron, Academic Dean
 - ii. Page Lhotka, P2P Navigator
 - iii. Indosa Montoya P2P Liaison
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of November 12, 2019.

Motion to approve the minutes as submitted by Joan, second by Dean, approved 4-0.

B. Financial Statements:

- i. November Financial Statements – Eric explained we are now two months into the new fiscal year and are showing a -\$100,000 which is about normal; depreciation is being booked monthly now instead of at the end of the year, this is about \$32,000; when quarterly funds come in everything will be caught back up. December should be a good, strong month. Eric then explained that by the end of December, the college will be in a very good position since we are spending less of our budget and he feels very good where we are at right now. We had \$2.5 million in savings at the end of the fiscal year and have about \$2 million now. But we will see that pop back up once the BIE and tribal funding comes in.
- ii. FY2019 End of the Year – Eric explained that it hasn't changed since last month and the auditors and Eric agreed that we are ending the year about \$115,000 positive. Eric explained the three ratios used to compute the HLC CFI's; the highest score we can get is a 3.0 and we are at a 3.0 right now. But a lot of good news of how we are starting out the fiscal year. We will have more than \$30,000 in interest to end the year.
- iii. Foundation – Eric explained that foundation had two loans one is the Community Development and one to White Earth investment all for Phase III construction. The Foundation has paid \$80,000 on each loan to begin paying the balance down. Eric advised we continue to do this every 3-6 months.

Motion to accept the Financial reports by Joan, second by LeAnn, motion approved 4-0.

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C. Large Expenditure:

- i. Brady Martz - \$8,000 Eric explained this is the partial payment for the audit work. They did a great job and they were great to work with.

Motion to authorize the payment by Dean, second by Joan, motion approved 4-0.

D. Contracts:

- i. Wiya & Associates (Deb & Ron His Horse is Thunder) - \$5,500 – Lorna explained this is the contract for strategic planning coming up this week on Thursday and Friday.

Motion to authorize the payment by Joan, second by LeAnn, motion approved 4-0

Sharon Buermann & Jennifer McDougall joined the meeting at 3:27pm

- ii. Marco Contract – Tabled from the last meeting – Jen and Sharon have gone through three more companies and got bids from them; they explained that we are concerned that the new printers already came in and what that might do to the contract. We are paying a high interest rate.

Motion to accept the low bid and enter into a new contract under with ABM by Dean, second by LeAnn, motion approved 4-0.

E. Policies:

- i. Special Projects New Policy - Signing Authority Upon Resignation Lorna explained that there were some wording changes and the policy needed some clarification on a couple of things.

Motion to accept the policy by LeAnn, second by Joan, Motion approved 4-0.

F. President's Report/Monthly Department updates

- i. November Reports –Lorna explained that November was a busy month. She explained that Cabinet went to Minneapolis. We hired Hillary as Academic Dean and science faculty and we are excited that she is here. We might have some opportunity to find new faculty from colleges who are experiencing layoffs in MN. Lorna went to Bemidji and met with the MN Board of Trustees to present WETCC and other tribal colleges were present also and they talked about a state-wide articulation agreement. Lorna is hoping we can see that develop. We are getting ready to kick off the P2P grant. We got word today on a new AICF grant. We have three students in Costa Rica right now, and are inviting two students to travel with Lorna in February to Washington D.C. In March, students will be traveling to New Mexico for the annual AIHEC conference – Lisa got a nice donation to help fund this. We have a lot of excited things and we are gearing up for spring semester. We have 68 returning students pre-registered for next semester. We will be starting close to where we did last year. Lorna explained that we should have a strong semester, and typically we get a lot of last minute registration.

Motion to accept report by Dean, second by Joan, motion approved 4-0.

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- G. Organizational Chart – New Librarian/Student Success.** Lorna explained we try to take opportunity of everything whenever an opportunity arises. Our goal is to maximize efficiencies and continuously improve our serve to students. This new position would combine two full-time positions into one and create a true student success hub in the library. Lorna explained it would help keep the accessible to students and busy in a productive way. Lorna explained that its hard to find qualified staff right now.

Motion to approve chart by Joan, second by LeAnn, chart approved 4-0.

H. Approvals Requested for Signature

- i. BIE Report. Lorna LaGue – Lorna explained that we need a signature by Sue Heisler for this report. Cabinet had reviewed this report and they believe it is ready to be submitted. The numbers are what drives the BIE funding for the College.

Motion to accept report by Joan, second by LeAnn, motion approved 4-0.

V. Other

- A.** White Earth RBC Resolution drafted – Lorna is scheduled to meet next Friday with the RBC and would like thoughts about the presentation for next week.

Motion to proceed with the proposed resolution by Dean, second by LeAnn, approved 3-0. 1 abstained (Joan).

B. COT Activities

- i. Reaffirm Terms – Lorna explained we need to update the terms as officers should be determined annually in accordance to the Bylaws.

Joan made a motion for Sue to remain the Chair, Dean for Treasurer, and LeAnn to become the Secretary, of the COT. Second by Dean, all in favor, 4-0.

- ii. Vacancy – Nicole Martinson has resigned from the COT due to work conflicts she is unable to attend meetings. Consensus was to advertise for the vacancy.

- C.** Metro Discussion / Update – Lorna explained the cabinet went to Minneapolis and made an overnight trip and visited Best Buy some buildings owned by White Earth. The Clifton place would be a good location to consider, there is Security and IT on staff already to support the programming in those offices, we are interested in renting a wing of the building. Consensus was to proceed with the plan.

- D.** FYI Spring 2020 Course Schedule – Lorna said this is a snapshot of what the spring looks like.

VI. Calendar Updates:

- A.** Board Retreat – December 12 & 13, 2019 – beginning at 9:00 a.m. each day.
B. Public is invited December 11th to welcome Hillary and Rob to WETCC
C. Staff Xmas Party – Wednesday Dec 18th – noon to 4:00 p.m.
D. Next COT Meeting – January 14, 2020 – 2:00 p.m.

VII. Executive Session: The COT went into Executive Session at 4:08pm with Jen McDougall, Special Projects Director present.

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The Executive Session ended at 4:30 p.m. and Lorna rejoined the meeting. The board has reviewed the President's performance evaluation and has given Jen McDougall the information to process a pay increase for President Lorna LaGue.

Motion by Dean to offer the pay increase retroactive to October 1, 2019 and include payment of 75% of 100 hours of Lorna's vacation leave. Second by LeAnn. All in favor, 4-0. Chair, Sue Heisler, signed the paperwork.

Motion by Dean to adjourn at 4:35. Second by LeAnn. Meeting Adjourned.

Signed by:



1/14/2020

Date