

# WETCC Council of Trustees Meeting Agenda

November 12, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

## MEETING AGENDA

**Call to order:** Sue Heisler, Chair, called the meeting to order at 2:04pm

**PRESENT:** Sue Heisler, Dean Johnson, Brent Gish, Joan Lavoy, LeAnn Person at 2:13pm, Joy Annette joined by phone at 2:48pm

**OTHERS PRESENT:** Lorna LaGue, Eric Flyen, Gina Murray, Luke Warnsholz, Robert Greene

- I. **Approval/Amendments to agenda:** Lorna asked to add a resolution for the Credit Union to the agenda that was previously submitted. Dean & Sue asked to add an executive session towards the end of the meeting. Motion by Joan to approve with additions, second by Brent, Motion approved 4-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:**
  - A. Lorna gave a brief introduction for Robert Greene. He introduced himself to the COT members. Robert is the new Associate Dean of Student Services.
- IV. **Action Items:**
  - A. **Approval of Meeting Minutes:**
    - i. Regular Meeting of September 10, 2019. Motion to approve the minutes as submitted by Brent, second by Joan, Motion approved 4-0.
    - ii. Email Vote of October 8, 2019. Motion by Dean to approve the email vote as submitted. Second by Brent, motion approved 4-0.

*LeAnn Person joined the meeting at 2:13 p.m.*

- B. **Financial Statements:**
  - i. September Financial Statements – Eric Flyen. Eric explained the preliminary financial minutes. We had \$4.2 million of income and have a profit of \$31,000. It was good we ended the year \$31,000 positive. The audit is still in process and appears everything went well; the initial feedback from the auditors is positive. Eric explained briefly on the audit and gave detail on how some adjustments will raise the income. We have a tracking expense and allowance expense. Eric explained what the auditors wanted on the different reports and he explained the audits and what he plans on doing for the future with the equity funds. Brent had a question regarding business continuation and Eric explained the 3-6-month carryover with operating funds. Eric explained the CFI statements and we will have the highest score that you can get on it. Eric discussed where we draw money and doing some things differently for the better for the future of the college. Motion to accept the statements by Joan, second by Dean, Motion approved 5-0.
  - ii. October Financial Statements – Eric Flyen. Eric explained October is the first month of the fiscal year. We lost \$34,000 for the month but it's a catch-up month since we are in the first month of our fiscal year and a lot of the USDA and Title 3 funds get spent one month and then are recovered the next month. We will be back to normal in November. Brent had a question about cash flow through government funds. Lorna explained how the different funds are funded and a timeframe to when it comes – many grants are on a reimbursement basis. Motion to accept by Brent, second by Dean, motion approved 5-0.

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## C. Account Signers – W.E. Federal Credit Union

- i. Resolution – Lorna explained that there is a small account at the credit union for a little over \$900. After discussion the board decided to close the account and transfer the money to our regular checking account. Motion to close and transfer the money from the account, the authorized signers will be Lorna LaGue and Jennifer McDougall so we can close the account. Motion by Joan, second by LeAnn to approve the resolution and close the account; motion carried 5-0.

## D. Large Expenditure:

- i. WE RBC – Health Insurance \$37,614.53. Motion to approve by Dean, second by Joan, approved 5-0.

*Joy Annette joined the meeting at 2:48 p.m. via telephone.*

- ii. W.E. Scholarship – Return of funds \$30,027.96 Lorna explained some of the funds are being returned due to dropped students and some have exceeded the cost of attendance. Lorna explained the cost of attendance, which is a combination of tuition, books, fees, living expenses, etc. Our cost of attendance is low primarily due to the low cost of tuition, the total amount of “need based” grants and scholarships cannot exceed cost of attendance and must be returned back to the sender. Expected tuition increase next fall. Lorna explained the impact the cost of attendance is having for everybody. Discussion was held on the cost of attendance and the returning of funds. Motion to approve the expenditure by Joan, second by LeAnn, approved 6-0
- iii. MN Indian Scholarship – Return of funds \$10,000.00. Same situation as above. Motion to return by Joan, second by Dean, motion approved 6-0

## E. Contracts:

- i. Brady Martz Engagement Letter – Lorna explained the letter is standard, should have been done previously but without a meeting last month it is a little late. Motion to approve by Joan, second by Brent, approved 6-0
- ii. Marco Contract – Lorna explained that it’s a huge amount but it’s a five-year contract and Macro brought in new printers and copiers and the amount is actually a little less of what were paying right now but needs approval by COT for the equipment contract. Jen McDougall and Sharon Buermann were asked to join the meeting to discuss the contract and the bidding process. Consensus of the COT was to hold this contract until more information is obtained. Sharon will get the information ready for the next meeting. This contract is tabled.

## F. Policies:

- i. Special Projects New Policies –
  1. Signing Authority Upon Resignation - Lorna explained that this is a new policy that anytime somebody leaves WETCC employment the College is protected during the departure. The policy will restrict the employee leaving from obligating anything into the future. A couple questions were answered by the timeframe they can sign. This is tabled
  2. Transfer and Promotion Policy – Lorna explained that this was a policy that was here before but was tabled. A couple words were changed such as Tribal entity. Motion to accept by Joan, second by Dean, Approved 6-0.

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## G. New courses added for Spring

- i. INST 135 – Ethics & Leadership in Native Communities
- ii. BIOL 120 – Microbiology
- iii. CPTL 101 – Keyboarding – Lorna explained we added this course and the students had struggled with computers in the past and expand our course offering with computers and having some experience. Course name changed to Computer Fundamental & Techniques. Motion to accept these courses for spring by Joan, second by Joy, motion approved 6-0.

## H. Approval of President's Report/Monthly Department updates

- i. September & October Reports – Lorna explained that we received Pathways to Prosperity (P2P) grant. We also received a Holistic Student Support (HSS) grant – four staff went to a conference on the HSS project. Staff are working SOP's, in September there was a \$25 award for staff to complete SOPs, some did great, some did not. Project Success got internships for us and got twelve students to work internships. Current students are already registered for spring. AIHEC Club is getting ready going and going to New Mexico. Interviews were completed for the Associate Dean of Student Services and the process has been started for the Academic Dean. We are experiencing difficulties in finding qualified Faculty and staff. An employee list and organizational chart was shared with the COT. Lorna explained the organizational chart and the hiring process behind that. Motion to accept report by Brent, second by Joan, motion approved 6-0

## V. Resolution

- A. USDA Grant (Replace #06112019-1 to increase grant amount) – Lorna explained there was a slight increase in the grant award which also increased the match. Motion by Dean, second by Joan, approved 6-0.

## VI. Other

- A. Strategic Planning Discussion – Lorna explained we need to get our plan done by May, discussion on what the process should look like. Lorna will start finding some tentative dates.
- B. Metro – Lorna explained that people living in the metro showed interest in taking classes. The Cabinet will travel to the metro area tomorrow to research possible sites.
- C. Cost of Attendance discussion – tuition rate increase – Lorna stated that they will have to sit down and talk more about the cost of attendance and the normally scheduled tuition increase before summer.
- D. Summer Classes – Lorna explained we did not have summer classes this past summer, but we held workshops in the community and will hope to do the same this summer.
- E. FYI –Lorna provided a copy of the RBC report that was shared with the community in October.

## VII. Calendar Updates:

- A. Next COT Meeting – December 10, 2019 – 2:00 p.m. Brent informed everyone he will not be able to attend that day.

*Joy left the meeting.*

- VIII. Motion by Joan and second by Brent to grant Dean Johnson the Secretary signing authority to sign the required documents needed today. All in favor.

