

WETCC Council of Trustees Meeting Agenda

Tuesday, May 12, 2020 2:00 p.m. Virtual Meeting via GoToMeeting

MEETING AGENDA

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

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

OTHERS PRESENT: Kim Turner, Page Lhotka, Luke Warnsholz, Lorna LaGue, Gina Murray, Jen McDougall

- I. **Approval/Amendments to agenda:** Sue Heisler had a question about discussion items, Lorna needs to make a correction on letter F from "recommendation" to "request". Motion to accept the agenda with changes by Joan. Second by Dean, motion approved 6-0
- II. **Public Comments (5 minutes each):** Questions were asked about the status of the Finance Director, Lorna explained the status of open positions.
- III. **Introduction of New Employees:** None
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of April 14, 2020 – Motion to approve the minutes as submitted by LeAnn, second by Brent, motion approved 6-0.
 - B. **Financial Statements:**
 - i. April Financial Statements – Gina Murray reviewed the narrative included with the packet. The total income of \$3.6 million and \$1.7 million of that is from the CARES Act. The college also receive the additional \$52,600 for operations and emergency aid for students. The spending is down in every category for the month due to COVID-19. Dean had a question about distributing funds for our students. Gina said each week student services has a meeting about how they will help the students stay engaged. Sue asked if there is an amount going out to the student. Lorna said the \$52,600 is used solely for students, as a requirement of the grant funds; the criteria is to help students with housing, food, utilities, etc. Discussion was held on the struggle students faced transitioning to an online format, retention efforts were critical. Full-time students received \$100 per week and part-time students received \$50 to try to keep them engaged while we use the funds to assist with their needs. Emergency funds have also been provided by Project Success and AICF, each which are grants with specific criteria which staff are careful to follow. The BIE funding is for operating so that has different criteria. Lorna went on to describe the Paycheck Protection loan is 75% used for salary and the remaining 25% can be used for utilities – grant programs like Extension and P2P staff were not included. The loan is forgivable, and the last date is June 12th. Lorna said she tried to capture in her reports the different sources of funding that has come in during this time. Lorna is hoping that we get more funding such as US DOE which is distributed through Title III, estimated to be about \$800,000 which \$400,000 is expected to be specifically for students. Lorna explained staff were reimbursed up to \$100 each for the use of personal equipment at home while everyone teleworks. Brent had a question about expenditures to Dan's Body Shop. Lorna explained that this was an emergency aid funding for student success, and this is one where we would have to pay it straight to the vendor. Joan has a question about a transaction. Gina explained that this was a reimbursement to the Minnesota Indian Scholarship program. Motion to accept the financial reports as submitted by Joan, second by Dana, motion approved 6-0.

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- ii. April Foundation Report –Motion to approve the foundation report by Brent, second by Joan, motion approved 6-0.
 - iii. The monthly check register was provided to the COT.
- C. **Large Expenditure:**
- i. Marco Pay Final Payment - \$34,264.70 (reduced \$13,591.90 re-stocking + \$5,000 buyout) Lorna said this was removed from the agenda last month as Scott Omlid was assisting, resulting in the \$18,000 savings. Even with this huge payout, we will save money in the long-term by changing the vendor, per the bidding process. Motion to approve by Brent, second by Joan, motion approved 6-0.
 - ii. White Earth Tribal Finance - \$44,552.04 – 2nd Quarter Health/Dental Insurance – Motion to approve by Dean, second by LeAnn, motion approved 6-0.
- D. **Contracts:** None
- E. **Policies:**
- 1. Special Projects, Jen McDougall presented the Telework Policy which was tabled in the last meeting. Brent suggested under outcomes in the first paragraph. Rather than operation, he would like to refer to the word "mission". Motion to approve the policy with changes by Brent, second by Dean, motion approved 6-0.
- F. **President's Report/Monthly Department updates**
- i. Lorna explained it was a hectic month. Our focus when COVID-19 started was administration then it turned to the faculty then our focus was to our students. We lost 22 students, but staff made every effort possible to retain students. This is the last week of the semester. We also had a couple more tutors help with the students. We did a survey and asked students if wanted to extend the semester another week to finish up projects and they responded that they wanted another week so they could have extra time to get ready for their finals. Faculty has been monitoring attendance very closely. A survey was done with graduating students, they are hoping for an in-person ceremony so we agreed we would wait one month to monitor the COVID-19 situation. The safety committee is working on a return to work plan. Telephones continued to be monitored. Lorna also talked about strategic planning and she has been in contact with the consultants and will talk more about the plan. The transition has been going on for the online timecards with the new Accounting firm. Interviews for the Academic Dean were last week. The applicants liked the tele-interview so they could be at home and feel more comfortable. Customized Ed has been holding online courses, Kim submitted a \$20,000 grant application and the foundation called us back and asked them to add an additional \$10,000. Rob provided figures for the total cafeteria refunds. Lorna provided detail on her monthly report on the different grants received. Jen is working on the Title III grant. Joan Bartz retired, and we did a drive by send off for her. Gina has Leslie Scott working temporary right now for the Finance Department. Many good comments were received from students about the extra efforts from staff during this hectic time. Attached with Lorna's monthly report are the tutoring contracts. Brent has a question on the Northwest Foundation or Northwest Minnesota Foundation and wants "Minnesota added" Joan had a question about syrup. Motion to accept the president's monthly report with "Minnesota" added by Dean, second by Joan, motion approved 6-0.

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- G. **Resolution – FY20 USDA Grant \$161,200 + \$8,060 match** – Lorna explained a narrative is included in the COT packet. This is an annual grant from USDA that requires a COT resolution. The grant is for equipment. Jen coordinated the requests and prepared the narrative. Dean had a question about equipment. Brent had a question about a wish list for equipment and anything we fall back on. Lorna said we do not have one at this time, but we got the facilities masters plan which is focused on building and equipment. Brent would like a wish list of priorities and the needs of the college. The COT asked for a capital improvement plan. Motion to approve the resolution by Joan, second by Dean, motion approved 6-0.
 - H. **Faculty Contract Template** – Lorna explained that in the past we have done this in the summer but this year we want to get start ahead of time as there are some assessment aspects that needs to be worked on over the summer. Lorna does not see any big changes, the template was reviewed by COT. Brent had a question on #12 on the contract for the faculty being on campus for one hour. Lorna explained this is a virtual hour required to be available for students. Joan had a question about having faculty attend graduation as a requirement. Motion to approve the faculty contract with the changes by Joan, second by LeAnn, motion approved 6-0.
 - I. **Strategic Planning** –Lorna provided an update on the College progress on work outlined in the strategic plan. The second quarter has just ended, the half-way mark through the fiscal year. HLC is requiring one full year of planning that starts in May or June, the COVID situation has deterred plans for progress to have a new plan. The best option Lorna came up with is to extend our current plan to provide adequate time to complete a new plan, which was the recommendation of the coaches who are helping. Brent had a question about the dates. Sue had a question about timing and what happens next. Motion to extend the strategic plan through the next fiscal year or until it is replaced by Brent, second by Joan, motion approved 6-0.
- V. **Other**
- A. **Grant Writer Possibility** – Lorna said this is an idea and has asked around for a few quotes to get assistance in keeping up with the grant announcements.
 - B. **Community Survey Results** -Lorna presented the survey data results from the Community Survey recently completed. There were 180 responses with good feedback.
 - C. Lorna provided a copy of the White Earth RBC Report she gave on April 24th.
 - D. **Academic Dean Position – Update** – Lorna presented an organizational chart how the interviews went through zoom and explained the interview process. No final decisions have been made yet, more interviews will be conducted.
 - E. The Student Services department completed a new Fact Sheet for the Fall 2019 & Spring 2020 semesters. The sheet provided a good picture of student population. COT was very pleased with the report.
 - F. **Bonus Pay Request** – Dean had a question about staffing. Lorna said we did not lay any employees off and our goal was to telework and keep employees busy. Lorna allowed administrative leave at first, but that ended after the first month. It was questionable as to how some employees were keeping busy and keeping employees motivated to continue to work. Brent suggested that the College has been generous with employees as many others in the community have been laid off. The COT did not feel it would be prudent to consider a bonus pay at this time. Discussion was held on timecards, accountability, and supervisor approvals.
- VI. **Calendar Updates:**

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- A. Next COT Meeting – Discussion was held on moving the monthly meeting to the third week of the month so Finance has more time to get the statements prepared. Everyone agreed it would be fine as long as it stayed on a Tuesday. Next meeting will be Tuesday, June 16, 2020. .

VII. Adjournment

Motion to adjourn the meeting at 4:13pm at Dana, second by LeAnn, motion approved and meeting is adjourned.


6/16/20