

WETCC Council of Trustees

Regular Meeting Minutes

5/8/2017

2:00 p.m.

WETCC Mitigomizh Conference Room

Roll call: Sue Heisler, Joy Anne Annette, Merlin Deegan, Michael Fairbanks, Nicole Martinson, Absent: Dean Johnson, Joan LaVoy. **Others present:** Tracy Clark, Patty Schultz (recorder).

- I. **Call to Order:** Sue called the meeting to order at 2:16 p.m.; a quorum was present.
- II. **Approval of agenda:** *Motion to approve agenda, with one change, to move Kim Anderson up to Item number III made by Nicole; Second by Michael. All in favor, motion carried.*
- III. **Cultural Advisory Committee Policy discussion, Kim Anderson:** The policy was created to seek input and help from elders and others, with no specific criteria. For instance, the Grievance Policy is currently on hold for cultural input and advice. Kim is hoping to keep true to the Anishinaabe Teachings, and understand who we are as Anishinaabe. The Cultural Advisory Committee would have no more than 10 members. Kim asked that her membership recommendations up to this point be honored, since tobacco has been passed.
The COT is looking to protect Kim from criticism and politics, and support her rather than set her up for failure. They want to ensure the Committee has external input.

Some points discussed were:

- creation of a model, which stays as true to the old ways as much possible within a new system.
- Anyone may nominate members to Kim, who will bring it forward to the COT to vote on membership. Kim will remain Chair/Director/Facilitator.
- Should membership include WETCC employees?
- Does Advisory Committee advice need to be vetted through COT?
- Suggestion that Kim has a routine portion of the COT meetings in which to report activities directly.
- The COT requested that:
 - nominees submit a biography and resume stating why they want to be on the committee
 - diversity of membership
 - term limits (2 years suggested)
 - monthly presence at meetings
 - accountability

*Motion made by Merlin to **TABLE** the policy to be re-presented with changes; Second by Nicole. All in favor, motion carried.*

IV. **Introduction of New Employees: N/A**

V. **Action Items:**

A. Approval of Meeting Minutes of April 10, 2017: *Motion made by Michael to approved as presented; Second by Joy Anne. All in favor, motion carried.*

B. Approval of Finance Office Report: Kami shared and explained the new Finance Report, Balance Sheet, and a sample of what the new reports will look like with GP software, which is up and running. Kami cleaned up a lot in making the switch from Quickbooks. There will be a meeting held soon to decide on contingencies. She was pleased that everything matched to the penny. There is a write-off of an old Kiksapa grant of \$35,000, for which nothing was turned in to Bull Bennett for reimbursement.

In budget performance, Kami reported we received the 2nd Quarter tribal appropriations, Bookstore sales are going well, consulting expenses for GP and Nadine Bill, some grant funding still available, and checking account signatories have been changed.

Motion made by Nicole to accept the Finance report as presented; Second by Merlin. All in favor, motion carried.

C. Large Expenditures: N/A

D. Contracts: Consultant Contracts for COT review:

- Dan Rice - Assessment
- Carlene Hisgun – Marketing

E. Approval of President and Monthly Department Reports: Tracy reported on policy work, data collection, Project Success, Assessment work, completing Faculty files, staff changes, grant work, and preparation of the Annual Report for August, along with the Academic and Strategic Plans. *Motion made by Merlin to approve; Second by Nicole. All in favor, motion carried.*

F. Policy Changes/Approvals: Finance Policies

- **Accounting Requirements:** *Motion made by Nicole to approve as presented; Second by Merlin. All in favor, motion carried.*
- **Accounts Receivable:** *Motion made by Michael to approve as presented; Second by Merlin. All in favor, motion carried.*
- **Bad Debts:** *Suggestions for edits:*
 - Part 4, first sentence: delete the second 'not'.
 - Part 4, Add a third sentence to read: '**Finance Director will bring forward a quarterly Aging Report for COT review.**'

Motion made by Joy Anne to approve with above changes; Second by Merlin. All in favor, motion carried.

- **Budget Administration:** *Suggestions for edits:*
 - *Part 3, add a last sentence under 'President' to read: '**President may approve changes within the budget.**'*
 - *Part 3, Add a last sentence to read; '**COT Responsible for approval of Annual Budget.**'*

Motion made by Merlin to approve with above changes; Second by Nicole. All in favor, motion carried.
- **Contract for Services:** *Motion made by Merlin to approve as presented; Second by Nicole. All in favor, motion carried.*
- **Deposit and Receipts:** *Motion made by Nicole to approve as presented; Second by Michael. All in favor, motion carried.*
- **Disbursements and Payments:** *Motion made by Merlin to approve as presented; Second by Nicole. All in favor, motion carried.*
- **Fixed Assets:** *Motion made by Michael to approve as presented; Second by Merlin. All in favor, motion carried.*
- **Payroll Advance:** *Motion made by Joy Anne to **TABLE** until COT can review the procedures; Second by Nicole. All in favor, motion carried.*
- **Payroll Policy:** *Motion made by Merlin to approve as presented; Second by Michael. All in favor, motion carried.*
- **Petty Cash:** *Motion made by Merlin to approve as presented; Second by Nicole. All in favor, motion carried.*
- **Purchasing Policy:** *Suggestions for edits:*
 - *Clarify by adding Purchasing Policy guidelines. Motion made by Joy Anne to approve with above change; Second by Michael. All in favor, motion carried.*
- **Travel Expenditures:** *Motion made by Merlin to approve as presented; Second by Michael. All in favor, motion carried.*

G. Grants: N/A

VI. Board Governance:

- a. Tracy recommended a conversation with the Project Success coaches regarding how the Board can enhance support of students. Patty will email the By-Laws to the Board for review.
- b. Sue will stop in to work with Patty to create an invitation letter to other TCU's to share in Board training costs.
- c. Patty provided had-out information regarding a presidential Search. Patty will send the Search Committee PowerPoint to COT. Tracy recommended COT appoint a committee of 3 (1 staff, 1 faculty, 1 administrator) in June, using the new Search Committee procedure, and begin advertising for the permanent President position in July, with a start date of March/April 2018, to allow a transition period with Tracy.

VII. Calendar Updates: none at this time.

VIII. Discussion Items:

- a. HLC timeline, actions and letters were discussed.

IX. Executive Session: Council entered Executive Session at 4:47 p.m., and reconvened at 5:16 p.m. Discussion items included a personnel issue, Talking Circle, Academics – student data analysis, overview of the graduation ceremony, and suggestions for next year.

X. Adjournment: *Motion made by Michael to adjourn; Second by Merlin. All in favor, Adjourned at 5:16 p.m.*

There will be no meeting in June, but COT will meet with Project Success coaches on June 5.

Minutes approved by: Sue Heister date 8-1-17