

WETCC COT Meeting Minutes

Wednesday, September 20, 2018 2:15 pm WETCC Mitigomizh Conference Room

PRESENT: Sue, Dean, Nicole, Lorna, Sheri (recorder), Terry, Alan, and Joy

OTHERS: Joel Swanson and Jen McDougall

- I. Agenda amendment
 - a. Lorna asked to add: Emergency Operations Plan

Motion to add Lorna's additions to agenda by Dean, second by Nicole, all in favor, motion approved.

- II. New Employees
 - a. Jen McDougall – Human Resource Technician
 - b. Joel Swanson – Dean of Student Services
- III. COT Special Meeting Minutes July 27, 2018 & COT Meeting Minutes August 24, 2018
 - a. Approval COT Special Meeting Minutes July 27, 2018

Motion to approve COT Special Meeting Minutes July 27, 2018 by Joy, second by Nicole, all in favor, motion carried.

- b. Approval COT Meeting Minutes August 24, 2018

Motion to approve COT Meeting Minutes August 24, 2018, by Dean, second by Nicole, all in favor, motion carried.

- IV. Financial Statements
 - a. Gina provided a handout of all the financial department budgets.
 - i. Discussed Payroll expense being low due to staff turnover.
 - ii. Anticipating ending fiscal year under budget
 - iii. November 12th auditors will be at WETCC.
 - iv. Alan informed the COT that the WE Tribal Council is approving budget Monday. \$600,000 has been allocated to WETCC.

Motion to approve Financial Statements by Dean, second by Nicole, all in favor, motion carried.

- V. Large Expenditures
 - a. AIHEC Membership Dues come out of operating funds, and return as scholarships and federal advocacy. COT wants a breakdown of the membership dues.
 - b. HLC requests that 3-5 faculty and staff members go to an Assessing General Education workshop in Illinois on September 20-22. The travel expense is estimated at \$10,000. WETCC is a budget conservative small college. The travel expenses and time away from the classroom would be difficult to justify.

Motion to table expenditures by Nicole, second by Dean, all in favor, motion carried.

- VI. Contracts

- a. Peggie Chisholm, Financial Aid, contract has gone over \$5,000. Michelle Warren will begin Monday. She has an accounting background. Sue stated the position is currently unfilled and therefore Peggie's contract doesn't overtly affect the payroll budgeted. Peggie's new contract would last thru October which gives her time to properly train Michelle. COT discussed extending her contract if need be and Peggie is willing.

Motion to offer Peggie the new contract by Nicole, second by Dean, all in favor, motion carried.

- b. Nadine Bill has been contracted to assist and coordinate the individual sections for the HLC Report.
- c. Dennis Hisgun has a \$1250 Contract with Extension for Video Camp done in August.

VII. President Report

- a. Sue welcomed Lorna to the position as WETCC President.
- b. Reports are from last week of August. 128 enrolled this fall as a record number. 109 were still enrolled as of add/drop date.
- c. WETCC acknowledges students have financial crisis and has grants which have assisted. Students responding to phone or face-to-face inquiries have stated often new jobs are the main interference in starting or returning to school.
- d. Cultural classes are large draws. Faculty serve as mentors who not only create projects, but also explain the teachings behind the projects.
- e. Customized Education is a new direction of growth for WETCC. Tribal Mental Health has been doing onsite training. WETCC may look into hosting more workshops in the future.
 - i. U.S. Small Business Administration (SBA) training – free two-day section for local entrepreneurs.
 - ii. If they're receiving credits, customized ed students may receive financial aid.
 - iii. Terry asked that WETCC work with Tribal Economic Development and Employment & Training.
 - iv. COT discussed trainings which could be offered through WETCC. Early Childhood needs CDA which is a 9-12-month course. CDA was offered by WETCC in the past. Administrative Assistant training, additional behavioral health training, and grant writing were other options.
 - v. COT discussed Pathway's Education Grant.
- f. Director of Development job announcement is on WETCC website and HQJobs.
 - i. Lorna will add to Facebook and send through the White Earth everyone email.
- g. Leadership Training is a 2-day course offered at \$199/session.
 - i. Tony St. Clair offers either the 2-day training or 3 half day trainings.
 - ii. The upcoming workshop will target community members, staff and students.
- h. Joy inquired what kind of funding WETCC needs to move from 2-4-year college
 - i. Staff currently meets those accreditation qualifications.
- i. Alan discussed the new RBC Buy Indian Resolution which encourages purchasing goods and service locally.

Motion to accept President's Report by Nicole, second by Dean, all in favor, motion carried.

- VIII. Joy inquired when fiscal budget for RBC is being reviewed if WETCC should consider requesting funds beyond \$600,000. The WETCC is growing and enrollment has increased considerably since the college began. There are more buildings to maintain.
- IX. Terry and Alan left at 3:15 pm
- X. Organizational Chart Update
 - a. Past practice was to budget with all positions on the Org Chart
 - b. Cabinet proposes adding/dropping:
 - i. Adding Extension Educator – Extension has funding in their four-year funding grant.
 - ii. Dropping Tutor Specialist – Tutor Specialist hasn't been filled for a couple years. Library is the WETCC Student Success HUB. Student work study and faculty meet tutoring needs.
 - iii. Marketing Communications hasn't been filled for the past year. WETCC has contracted for services.
 - iv. Financial Aid Specialist hasn't been filled for a couple years.
 - v. ABE Program used to be under Academics on the WETCC Org Chart
 - 1. WETCC pays a GED Tester and houses the department maintaining electricity, heat and general maintenance.
 - 2. Sue suggests shutting the office down to save on heating and electricity.
 - 3. Joy suggests gathering data on whether students are graduating with GEDs and transitioning into WETCC

Motion to approve the changes by Joy, second by Nicole, all in favor, motion carried.

- XI. Tuition Scale Gradual Increase
 - a. Lorna asks COT to reaffirm the scheduled increase of tuition.
 - b. Joy suggests relooking at automatic tuition increase in 2020 over 2019 summer/fall.
 - c. WETCC will continue to remain the lowest tuition in Minnesota if there is not a significant increase in tuition.

Motion to automatically increase yearly tuition scale increase and to revisit in the summer/fall of 2019 before the increase in 2020 by Dean, second by Nicole, all in favor, motion carried.

- XII. Conflict of Interest Policy, Draft, and signed 2016 Conflict of Motion Handout will be added to agenda for COT October Meeting.
 - a. Conflict of Interest Policy, Draft, and signed 2016 Conflict of Motion Handout will be added to agenda for Oct.
- XIII. Membership Vacancy
 - a. Discussion of which COT positions will be vacant and posted.

Motion to table posting two (2) vacancies till next meeting by Dean, second by Nicole, one opposed, two in favor, motion carried.

- XIV. Lorna suggested advertising COT Bachelor's Degree Vacancy which will need to be filled regardless.

Motion to advertise for COT Bachelor's Degree Vacancy by Nicole, second by Dean, one opposed, two in favor, motion carried.

- XV. Executive Session started at 2:55 pm
- XVI. Executive Session adjourned at 4:15 pm
- XVII. Emergency Operations Plan

Motion to approve Emergency Operations Plan by Joy, second by Dean, all in favor, motion carried.

- XVIII. Adjournment

Motion to adjourn meeting at 4:24 pm by Joy, second by Nicole, all in favor, motion carried.

Minutes Approved By *Aye Weider* Date *10-15-2018*