

WETCC Council of Trustees Meeting Agenda

September 10, 2019

2:00 p.m.

WETCC Mitigomizh Conference Room

MEETING AGENDA

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

PRESENT: Brent Gish, Sue Heisler, Leann Person, Joy Annette

OTHERS PRESENT: Lorna Lague, Luke Warnsholz, Eric Flyen, Kim Turner, Gordon Boswell

- I. **Approval/Amendments to agenda:** Couple additions were added to the agenda in red, Motion by Brent to approve, second by Leann, Motion approved 4-0.
- II. **Public Comments (5 minutes each):** None
- III. **Introduction of New Employees:** Lorna gave a brief introduction for the new employees
 - A. Diane McArthur, Extension Educator
 - B. Kim Turner, Customized Ed Coordinator
 - C. Jim Uran, Kitchen Manager/Faculty
- IV. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Regular Meeting of August 13, 2019. Motion by Joy to approve the minutes as submitted, second by Brent with a comment about the large expenditure approved. In the future grant funds must benefit the students we serve and the institution. Motion approved 4-0.
 - B. **Financial Statements:**
 - i. August P&L, Balance Sheet & Foundation Report – Eric explained it was a typical month of August, we are right where we need to be. We are following our plan. We had our AHECC dues expenses in August, looking at the balance sheet we are looking good. September is not a straightforward month with many expenses for being the last month of the fiscal year. Sue had a question of the statement “due to government” Eric explained. The Foundation report was not ready so it was not reviewed this month. Joy had a question about property taxes. Motion to accept the financial statements by Brent, second by Joy, Motion approved 4-0.
 - C. **Organizational Chart** – Lorna explained current organizational chart approved in June and presented a proposal to combine the Culture and Extension departments into one Co-Curricular department. By moving the departments into one, we can use the grants more efficiently. This would eliminate a cabinet position, but the cabinet is okay with it. One of the things that we have seen is the cabinet now has to serve as Cabinet and middle management which consumes time with daily tasks and reporting. Creating middle management would help free up Cabinet to be able to work on goals. Lorna explained the new positions and different positions that are involved on the organizational chart. Joy questioned salary and if increasing salary would help to fill positions – the budget remains a hurdle. Motion to approve the new organizational chart by Leann, second by Brent, Motion Approved 4-0.
 - D. **FY20:** Eric Flyen – Eric explained this year’s budget as the summary overview and breaks down what we are looking at for the fiscal year of 2020. Eric explained that for this year, we are projected to end ahead of budget, which is what we want. We had a lot of building grants and expenses in 2018 and that’s why we see a lot under project construction. We want to be careful with spending and it’s important to be above \$0 since we are a nonprofit organization. Eric explained depreciation expense and that we want to make sure we are

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about \$0. HLC noticed we do not have a savings plan, by budgeting to the balance sheet the scheduled depreciation can become our savings. Eric said we also need better uses of grant spending with extension increases and some salaries being paid for by grants. Eric talked about increasing customized education and getting funding for student support to help academics, we haven't heard on the "Pathways to Prosperity" grant yet, but this would also be a positive aspect to the college in the future. Eric explained the charts are looking at an increase with the BIE grant and a positive increase with RTC scholarship, cultural grants, USDA grant, and more for being at our 4.3 million dollars by next year. Eric explained the 2020 budget what every column and tab stands for on the sheet. Eric then explained net income and the grants and expenses. He explained every expense and contingencies. There were some discussing about tribal funds and potential grants that may be coming. Motion to accept the FY2020 financial budget made by Brent, Second by Joy, Motion approved 4-0.

E. **Large Expenditure:** Lorna Lague – Lorna explained the \$20,000 expenditure approved in the last meeting was cancelled due to grant restrictions.

i. Above All Equipment – Scissors Lift - \$17,500. Motion to approve the purchase of the Scissors lift by Brent, second by Leann, Approved 4-0

F. **Contracts:** None

G. **Policies:** This is the policy that has been tabled a couple of times. There were some discussions pertaining about the guidelines about hiring and background checks. Some vocabulary was changed. Motion to accept policy with one vocab change made by Brent, Second by Joy, Approved 4-0.

H. **Approval of President's Report/Monthly Department updates** – Lorna explained that there were 140 students enrolled before the first day, now the enrollment it is at 125 students, it changes frequently when a semester starts. We still have grown since the last semester. They were some discussions on how to bring students together such as certain events, ceremonies, talking circles, etc. What could we offer them. Possibly offering the students some pride and self-esteem rewarding. Lorna explained some aspects of strategic planning because we are coming up on our five-year plan. Lorna explained we are grateful for everyone who is on staff and was very pleased with the teamwork shown as the semester got started. Lorna said Mitch Berg is coming over to do a presentation on county tribal relations, and Marcie Rendon is coming over to do a presentation and book signing. Brent had a question about employee personnel files, Lorna has been providing documentation to ensure staff performance and issues are recorded. Motion to accept the report by Leann, second by Brent, Approved 4-0.

V. Other

A. Fall Course Listing – FYI – Lorna Lague – Lorna explained that some of these classes may have to have pre reqs such as computers because of some difficulties students are experiencing with basic computer skills.

B. Board Development: Lorna explained board development and we couldn't be there in Cass Lake on October.

C. Lorna shared a copy of the Quarterly report that was submitted to White Earth RBC for their quarterly meeting last week.

VI. Calendar Updates:

A. AIHEC Board Meeting, Mpls – Oct 7-9 Lorna and Brent will be gone. There were some suggestions to have the meeting in Minneapolis on Monday night October 7th

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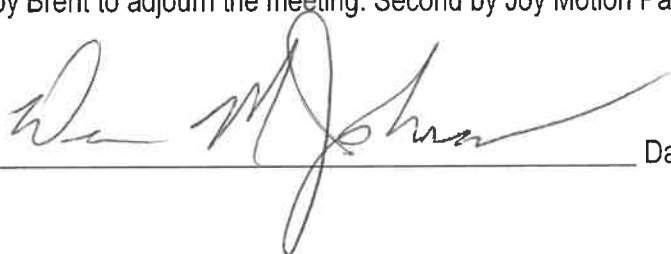
B. NIEA Convention Mpls – Oct 8-12

C. Next COT Meeting – Tuesday, October 8, 2019 will not be held due to the conferences in the cities.

VII. Adjournment

Motion by Brent to adjourn the meeting. Second by Joy Motion Passed 4-0. Meeting Adjourned at 4:20pm.

Signed: _____



Date: _____

11-12-19