

WETCC Council of Trustees Meeting Minutes

March 10, 2020 2:00 p.m.

WETCC Mitigomizh Conference Room

MEETING MINUTES

Call to order: Dean Johnson, Treasurer at 2:23 pm

PRESENT: Dean Johnson, Brent Gish, Joan LaVoy, Joy Annette

OTHERS PRESENT: Lorna LaGue, Gina Murray, Lisa Brunner, Bob Shimek, Dana Goodwin, Luke Warnsholz

- I. **Approval/Amendments to agenda:** Motion by Brent to approve the agenda with additions that were in red font made by, second by Joan, motion approved 4-0
- II. **Public Comments (5 minutes each):**
 - A. Lisa Brunner – Lisa explained that Co-Curricular is providing a workshop on how to make teas that help boost immune systems. They have also made hand sanitizers and berry syrup and are hoping to put packages together to help elders in our communities.
- III. **Introduction of New Employees:** - Lisa introduced Bob Shimek to the COT members. Samantha Brunner is also a new employee, but was not available to attend the meeting.
- IV. **COT Member** – Dean called for an Executive Session at 2:34pm, the meeting was reconvened at 2:55pm. Motion by Brent to accept Dana Goodwin as a COT Member, pending the HLC does not see it as a conflict. Second by Joy, Motion approved 3-0 with Joan abstaining.
- V. **Action Items:**
 - A. **Approval of Meeting Minutes:**
 - i. Motion by Joan to approve the minutes of the regular meeting held on February 11, 2020. Second by Brent, motion approved 4-0
 - B. **Financial Statements:**
 - i. February Financial Statements - Gina explained the total income is \$3.4 million and a majority of that is coming from the BIE funding and others grants. Expenses appear unfavorable due to our disbursements going out in February, this should equal out for the next couple months. Our payroll and benefits are favorable, the scholarships are impacting the bottom line, but they are also reflected as income. Depreciation is estimated about \$20,000 per month, it was being booked monthly before, so we need to catch up.

Dean informed everyone Gina provided him a list of checks issued for the month. He would like this added as a monthly action item.

Motion to approve the financial statements by Joan, second by Brent, motion approved 4-0.
 - ii. Foundation Report – Brent has a question about stock market and how that affects us. Gina responded the savings are secure. Brent made a motion to approve the foundation report. Second by Joy, motion approved 4-0
 - C. **Large Expenditure:**
 - i. White Earth Tribal Finance - \$27,030.21 (benefits) –Lorna explained that this is the regular billing for employee benefits.
 - ii. Brady Martz - \$7,925.00 – Lorna explained this is what we had budgeted, and is what we expected for the remaining bill on our annual audit.
 - iii. Minnesota Indian Scholarship Program - \$14,000 (refund) – Lorna explained this is a refund for students.

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- iv. Canvas – Student Mgmt System - \$9,778.00 – Lorna explained this is our academic software that we use for classes. This would be a three-year contract. Price of inflation is expected every year, so there are slight annual increases built in.

Motion to approve all four large expenditures by Joan, second by Brent, motion approved 4-0

D. Contracts:

- i. Schlenner Wenner & Co – Accounting Services – Lorna LaGue – Lorna explained we have been advertising for a replacement for Eric, but have not been able to fill the position. In order to meet the needs of the Finance Department, recommendation to contract with Schlenner Wenner & Co. Flyen left as Finance They would help with monthly financial statement preparation, audit preparation, payroll services and more if we request. Brent had a question about the hours and if any unused hours transfer over to the next month. COT would prefer to have a staff person on and would like that option left open. Motion by Brent to accept the bid and contract, second by Joy, motion approved 4-0.

E. Policies:

i. Culture

- 1. Employee Cultural Competency Policy has undergone the annual review and changes are recommended. Lisa Brunner explained the changes. Joy had a questions on assessments and the seven teachings as well as culture in the classroom. Joan suggested the training be mandatory and be addressed on performance evaluations. Joy asked about the teaching of drums and Lisa explained. Joy expressed concern over all staff knowing the 7 teachings and employee participation. Motion to table by Joy, after Dean called for a second three times, the motion died for a lack of a second. Motion to accept the policy with grammar changes by Brent, second by Joan, motion to accept 3 in favor, 1 opposed (Joy).

- F. **AY 20-21 Academic Calendar** – Lorna presented the Academic Year 2020-21 calendar. The only thing changed is study or make up week from classes end. Brent asked if there are a minimum of classes or hours that we need to do. Lorna explained that we need 15 weeks minimum which would be 15 hours per credit. Motion to accept the calendar as presented by Joan, second by Brent, motion approved 4-0.

G. **President's Report/Monthly Department updates**

- i. February Reports - Lorna explained things are going good from the academic side and everyone is proud of the accomplishments of our students. Lorna is super impressed with our students getting over awarded some prestigious scholarships this semester. The AIHEC Conference has been cancelled due to the COVID outbreak. Brent had a question about FTE and how that compares to last year. Lorna said it is slowly increasing along with retention rates. Brent told a story of success about a student. Motion to accept the President's report by Joan, second by Brent, motion approved 4-0.

VI. Other

- A. WETCC Charter & Bylaw Review – This will be tabled
- B. Friday, March 13th – Minnesota State Chancellor, Devinder Mahlotra at apx. 11:30 a.m.- Lorna LaGue – Lorna explained that the chancellor wants to come visits all the tribal colleges.

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C. Thursday, March 26th – Red Lake event with 3 Tribes & Education – Time TBD

VII. Calendar Updates:

A. Next COT Meeting – April 14, 2020 – 2:00 p.m.

VIII. Adjournment

A. Motion to adjourn the meeting at 4:18 by Joy, second by Joan, meeting adjourned.

Handwritten signature of John P. and date 4/14/20