

WETCC Council of Trustees Meeting Agenda

Tuesday, October 26, 2021, 2:00 p.m. Virtual & In-Person Meeting

MEETING MINUTES

With only Sue Heisler and Brent Gish present at 2:00, a quorum was not available to start the meeting.

- New employees Amber Krulich, Financial Aid Clerk, and Scott Omlid, Interim Finance Director were introduced.
- Student Services staff were present to provide an departmental update;
 - Lorraine Lufkins, Registrar works with student to help with barriers to attending WETCC, the early alert process was discussed.
 - Michelle Warren and Amber Krulich, Financial Aid assist students with funding, including emergency assistance, internships, and work study.

Monica Hedstrom joined via Zoom at 2:19 p.m.

- Amber Fox, Admissions Coordinator informed the board on recruitment activities and the Accuplacer used for students entering the college. She has 35 applications in process for spring semester and 4 for next fall.

Scott Omlid informed the board he is working on preparing for the audit. There are many grants which are time consuming. Finance is considering an in-house payroll software and looking at the overall accounting software package. He is also checking into health insurance options for the College.

Joan LaVoy, Interim Student Services Dean, gave an update on the number of students who have dropped this semester. We started with 151 students then at census went to 121 and are now at 115. The effects of the pandemic are difficult on everyone. Michelle also mentioned transportation as an issue for students, especially those attending evening classes.

Joy Annette joined at 2:55 p.m.

Call to order: With a quorum present, Chair Sue Heisler called the meeting to order at 2:55 p.m.

Present: Sue Heisler, Brent Gish, Monica Hedstrom, Joy Annette

Others present: Lorna LaGue, Scott Omlid, Laura Driscoll, Joan LaVoy, Lorraine Lufkins, Amber Krulich, Amber Fox, Michelle Warren, Indosa Montoya (virtual)

I. **Approval/Amendments to agenda**

Discussion to move the executive session and add a large expenditure for \$6,400 to the bookstore. Motion to approve the agenda by Brent. Second by Monica. All in favor, 4-0.

II. **Public Comments (5 minutes each) - none**

A. **Approval of Meeting Minutes:**

i. Special Meeting of August 23, 2021

ii. Regular Meeting of September 21, 2021

Motion by Joy. Second by Brent. Motion carried 4-0.

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B. Financial Statements:

September is the last month of the fiscal year, the statements that are presented today are preliminary. As the audit is finalized the year-end numbers will change. Finalized statements will be presented to the board.

i. Financial Narrative & Presentation of Reports

September 2021 financial statements – The fiscal year is ending about \$2m over revenue and \$2m under expenses. Covid funds are not reflected in the statements because most have not been expensed or drawn down yet. In 2020 when the pandemic began the college received \$150,000 of the \$600,000 of what the Tribe usually supplements, this has been recapture from the covid funds. The same thing was done in FY21 due to shortages from the Tribe.

ii. September Foundation Report

iii. September Check Register

Monica Hedstrom left the zoom at 3:09, at which time there was not a quorum present.

The meeting was paused until 3:17 when LeAnn Person joined the meeting.

Motion by Brent, and second by LeAnn to approve the financial statements. Motion carried 4-0.

C. Large Expenditures:

i. White Earth Scholarship Program - \$31,979.50- Refund of student awards. Motion by Joy to approve, second by Brent for approval. Motion carried 4-0.

ii. University of MN Crookston - \$42,846.74 – Head Start grant expenses. Motion by LeAnn to approve, second by Joy for approval. Motion carried 4-0.

iii. Bookstore - \$6400 computer purchases by Head Start grant students. Motion by Brent to approve, second by Joy for approval. Motion carried 4-0.

D. Executive Session: The board went into an executive session at 3:26 p.m. with President, Lorna LaGue and Finance Director, Scott Omlid present.

Monica Hedstrom rejoined the meeting at 3:27 virtually and at 3:37 in person.

The executive session ended at 3:44 p.m. at which time the regular meeting resumed.

E. Contracts: None

F. COT Vacancy:

One application has been received for the COT Vacancy. The board asks Julie to follow up with the applicant and confirm his eligibility.

LeAnn Person left the meeting (the exact time was not documented).

III. Other

A. President's Report & Monthly Department Updates – Lorna provided an update on what has been happening during the month of September. Laura Driscoll and Frank Oakgrove are off to a great start. Covid issues have plagued the College, Zoom options are being offered for affected students. The \$100 covid incentive was implemented with approximately 60% of staff and less than 20% of students participating. A long-term

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professional development plan for staff is being considered, starting with all position descriptions.

Working on the HLC report, review dates have been changed to February 28th and March 1st. The Planning Director, Cultural Coordinator, and HR Technician positions have been offered, pending acceptance by the applicants.

Dana Goodwin joined virtually at 4:02 pm

It was brought to the Board's attention that several employees are over the maximum 160 vacation leave hours and will potentially lose their hours if they do not take their leave before December 31st. Due to COVID, it has been difficult to allow everyone the time off. The board agreed to consider a 6-month extension on half the hours and buy back option for the other one-half. This will be brought back to the board's next meeting for approval.

LeAnn Person re-joined virtually at 4:16 PM

- B. ACCT Membership – Indosa informed the board she is waiting on ACCT and will pass the information along as soon as it is received.

IV. Policies:

Preferred Name Policy (new policy) – Discussion on how only the first name can be used. A preferred name is not a legal name change. Joy had questions on legalities, any legal documents would require the legal name. Motion by Brent to approve, second by Monica. Motion carried 6-0.

Census Date (new policy) – Joy asked if it is names or just numbers? The names are necessary to support the numbers to ensure accuracy of the records. Motion by Monica, second by Joy for approval. Motion carried 6-0.

600.02 Curriculum Policy – typo on pages 1 and 2 – Who is the CIA? This is defined within the shared governance plan. Motion by LeAnn, second by Dana for approval. Motion carried 6-0.

600.03 Faculty Credentialing Policy – typos from converting from PDF. Tribal eminence was discussed, Dana and Lorna will follow up. Motion by Monica, Second by LeAnn for approval. Motion carried 6-0.

600.07 Assessment of Student Learning Policy –Accepted as written. Motion by Brent, Second by Monica for approval. Motion carried 6-0.

600.10 Syllabus Policy –Move the CIA up to the Dean line. Motion by Monica, Second by Brent for approval. Motion carried 6-0.

600.11 Classroom Instruction Policy –part 3 the punctuation needs to be outside the parenthesis. Accuracy of student attendance records was discussed. Motion by Joy, Second by Monica for approval. Motion carried 6-0.

600.13 Low Enrollment Policy – The policy now includes dropping a class if there are 8 or fewer students enrolled at the beginning of a semester. Discussion on financial analysis that indicates it takes 11 students to break even. Decisions are made based upon student needs, so some classes

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have to continue with low numbers. Motion by Brent to change the number from 8 to 10, Second by LeAnn, Motion carried 4-2 (Joy and Monica opposed).

600.16 Academic Program Review - accept as written. Motion by Brent, Second by Monica for approval. Motion carried 6-0.

600.21 Extenuating Circumstances Withdrawal Policy – This policy is being recommended to delete as processes have become complicated for regular withdrawals. Motion by Joy, Second by Monica to approve deleting the policy. Motion carried 6-0.

710.01 Student Admissions Policy – Discussion was held on out-of-state students. The College is not currently registered with SARA and therefore needs to restrict admissions to only students within the State of Minnesota. Motion by Monica, Second by Brent for approval. Motion carried 6-0.

710.03 Transfer and Readmit Policy – accepted as written. Motion by Monica, second by LeAnn for approval, Motion Carried 6-0.

The remaining policies were tabled until the next meeting.

- 600.04 Adjunct Faculty Policy – Annual Review
- 600.05 Academic Honesty Policy – Annual Review
- 600.06 Academic Freedom Policy – Annual Review
- 600.08 Credit for Prior Learning Policy – Annual Review
- 600.09 Course Test Out Policy – Annual Review
- 600.14 Grade Appeal Policy – Annual Review
- 600.15 Academic Expulsion Policy – Annual Review
- 600.17 Grading and Grade Submission Policy – Annual Review
- 600.18 Incomplete Contract
- 600.19 Independent Study Policy – Annual Review
- 600.20 Graduation Requirements Policy – Annual Review
- 610.01* Library Use Policy – Annual Review *Renumber
- 610.02* Copyright and Intellectual Property Policy – Annual Review *Renumber
- 610.03* Library Gifts and Donations Policy – Annual Review *Renumber
- 500.01 Accounting Requirements Policy – Annual Review
- 500.02 Budget Administration Policy – Annual Review
- 500.03 Fixed Assets Policy – Annual Review
- 500.04 Contract for Services Policy – Annual Review
- 500.05 Purchasing Policy – Annual Review
- 500.06 Accounts Receivable Policy – Annual Review
- 500.07 Deposit and Receipts Policy – Annual Review
- 500.08 Petty Cash Policy – Annual Review
- 500.10 Payroll Policy – Annual Review
- 500.11 Travel Expenditures Policy – Annual Review
- 500.12 Disbursements and Payments Policy – Annual Review
- 500.13 Bad Debts Policy – Annual Review
- 500.14 Institutional Mail Policy – Annual Review
- 500.15 Payroll Advance Policy – Annual Review
- 500.16 Refund Policy – Annual Review
- 500.17 Business Office Holds – Annual Review

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510.02 Bookstore Policy – Annual Review

V. Calendar Updates:

- A. Next COT Meeting – *third Tuesday of each month* – November 16, 2021 – 2:00 p.m.
- B. Mock HLC Visit with Christine Imbra – November 16, 2021 – All Day
- C. First Architect meeting – November 2nd
- D. Board In-Service – Wiya & Associates – January 21, 2022
- E. HLC Focused Visit – February 28 & March 1st

VI. Adjournment

Motion by Joy, second by Dana to adjourn the meeting. The meeting was adjourned at 5:35 pm.

Approved
on
11-16-21
Sue Hester