

WETCC Council of Trustees Meeting Minutes

Tuesday, September 21, 2021, 2:30 p.m. Virtual & In-Person Meeting

Call to order: The meeting was called to order at 2:41 p.m. by Chairperson, Sue Heisler.

Present: Sue Heisler (virtual), Brent Gish, Joy Annette, Monica Hedstrom (virtual), Dana Goodwin (virtual)

Others Present: Lorna LaGue, Laura Driscoll, Francis (Frank) Oakgrove, Kaylynn Redenti, Allen Derks, Dennis Fisher, Carlene Hisgun, Lisa Brunner (Virtual), Landa Moore, Indosa Montoya (recorder)

- I. **Approval/Amendments to agenda** – Motion by Brent, second by Monica. Motion carried 5-0
- II. **Public Comments (5 minutes each)** – There were not any public comments, but there were new staff members to be introduced. Dr. Laura Driscoll, Provost has years of experience in academics. Dr. Francis (Frank) Oakgrove, Academic Dean also has prior experience in higher education. Kaylynn Redenti, Student/Temporary Bookstore – Started as a custodian then went on to do an internship.
- III. **Department Updates** – Provided by the full-time faculty. Allen Derks – Full time since August of 2020, Ph.D. in plant biology, did his Ph.D. in Canada. Originally from the Southeast. In Canada, most of the plant is going toward cannabis and it was not what he liked. He was excited to start working at the College. Recently have been working with UMC to get students towards STEM.

Dennis Fisher – Veteran, Ph.D. in Native American Studies. Dennis would like to see an increase in the History course, redesign the course definitions. Get the students interested in the courses.

Carlene Hisgun – Been with the College since March 2017. Spoke about the different course she teaches including First-year Experience, Computer Literacy, Graphic Design, Academic internship, and creative storytelling.

IV. Action Items:

A. Approval of Meeting Minutes:

- i. Regular Meeting of August 17, 2021 – the minutes were reviewed. Motion by Brent and second by Monica to approve. Motion passed 5-0.
- ii. Special Meeting Minutes are not on file, Monica will work with Sue to have them ready for the next meeting.

B. Financial Statements: Landa Moore presented the August statements.

- i. Financial Narrative & Presentation of Reports
 1. August 2021 Statements – \$3.8m ahead of budget in August mainly due to the additional COVID funds. The month of August closed strong. Will be drawing an additional \$1.2m this week, \$800k is BIE and \$400k is a new pot of funds from BIE this year for facilities. Dana asked about consulting services, some of the tuition for the Head Start grant was coded incorrectly here, there is also an evaluator for a USDA grant and Teresa Spaeth's contract. Discussion on how coding errors are handled.
 2. August Foundation Report
 3. August Check Register

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Motion by Brent to approve, Second by Monica. Joy asked why there were not any debits after 09/30/20 on the Foundation report and Landa explained the loan was paid off last year. Discussion on closing of the new market tax credits when the entire loan matures, Landa explained there will be a \$1.8m intercompany transaction between the College and Foundation. The Chair asked for the vote on the motion which passed 5-0.

- C. **FY22 Budget** was presented by Landa Moore. Lorna had a meeting earlier with RBC in regards to the annual tribal appropriation. We had asked for the regular amount of \$600,000 but due to budget constraints the request will be put on hold until the Tribe does a modification later in the year. Due to this, Landa had to revise the budget projections right before the meeting.

Dana left the meeting.

The FY22 budget is presented in categories, the General Fund is the one that is approved by the COT as the others are specifically earmarked by grants or financial aid. The grants are estimated because we have to wait until the current fiscal year ends to know the exact amounts.

Dana rejoined at 4:10 pm

The FY22 general fund budget is negative \$62,880 which will be budgeted to come out of savings.

Landa informed the board the annual audit is scheduled to begin in January. She is working with Lorna on an exit plan and the position of Finance Director has been posted.

Motion by Monica to approve the budget, second by Brent. Motion carried 4-0 with 1 Silent (Dana).

D. **Large Expenditures:**

- i. Lenovo Computer Purchase - \$53,545.00 – 3-year cycle to replace the computers, primarily those in the computer lab. Additional computers are for staff replacements and some are for the head start grant.
- ii. AIHEC Annual Membership - \$28,234.00 – General Fund expense for the annual membership.
- iii. COVID incentive - est. < \$20,000 – Incentive proposal for COVID vaccinations out of COVID funds through December. This will be discussed separately.
- iv. Wayfair Office Furniture - \$11,398.43 – Kaylynn and Gina put the order together. The total order is to include desks, credenzas, office chairs, filing cabinets etc. for offices.
- v. Regents of UMN - \$7,480.27 – subgrant for the bean research.

Motion by Monica, second by Dana to approve the large expenditures except the COVID incentive. Motion carried 5-0

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The COVID incentive was considered separately. Joy was not in favor and thought it was like bribery in addition to a concern over confidentiality. Lorna and Indosa will maintain the list of who received the incentives. Motion to approve the Covid Incentive proposal by Brent, second by Dana. Motion carried 4-1 with Joy opposed.

E. Contracts:

- i. USDA Resolution was considered for the annual equipment grant, Laura from USDA contacted Lorna stated she had an additional funds. This will replace the previous resolution approved in May since the amount has changed. Motion by Monica to approve the new resolution and authorize signing of the USDA form. Second by Dana. Motion carried 5-0.
- ii. Architectural RFP – Paul Pemberton joined the meeting. An RFP had been sent out and two bids were received. Discussion on the both bids and the costs. Paul has worked with both companies and both do a good job. Discussion on EAPC having all of the components in-house. Motion by Joy to accept the EAPC bid, second by Brent. Motion carried 5-0.

F. **Organizational Chart** – Lorna presented a change that does not impact the overall chart structure, but would change the title of positions. Discussion on whether the title change needs COT approval, but since the role change it should be considered by the board. Motion by Dana to approve the two title changes, second by Monica. Motion passed 5-0.

G. **Policies:** None

H. COT:

Due to the resignation of Dean Johnson, the Treasurer position is not filled.

Joy exited the room at 5:44 p.m.

Discussion on terms ending this year and the timing of advertising to ensure we have replacements when needed.

Joy entered the room @ 5:47 p.m.

It was the consensus of the board to just post a general advertisement at this time to see what kind of a response is received. Brent reminded everyone how important it is to consider what knowledge and skills are needed on the board.

ACCT Membership – Indosa will be getting everyone their login information.

Board In-Service w/Wiya & Associates: Consensus of the board was to confirm January 21st for board in-service.

V. Other

- A. President's Report & Monthly Department Updates – Month of August we started strong with 150 students. Student Service did a good job of creating relevant data to show the

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withdrawals. By census date, September 3, we were down to 125 students, currently as of today is 120. The pandemic is very difficult for everyone.

- B. Campus COVID discussion – federal government and State of MN are requiring testing if you're not vaccinated. The Tribe has not made any decisions yet. We will continue to monitor the situation and do an email vote if necessary.
- C. FY20 IEC Annual Report was created by the Institutional Effectiveness Committee and demonstrates some of the improvements that have been made in collecting data for the College.
- D. Aug 23 Newsletter is included in the packet for the board member to read to see the happening on campus.

VI. Calendar Updates:

- A. Spring 21 Honor Ceremony – Monday, September 27th – 12:00 noon
- B. Next COT Meeting – *third Tuesday of each month* – October 19, 2021 – 2:00 p.m.

VII. Executive Session:

The board went into Executive Session at 6:23 and resumed the regular meeting at 6:33

VIII. Adjournment of Meeting

Motion by Joy, second by Brent to adjourn the meeting. Meeting adjourned at 6:35 p.m.

*Lee
Kessler
10/26/21*